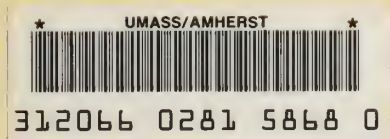


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computer software specification  
for the court case  
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Volume III  
Revision 1

COMPUTER SOFTWARE SPECIFICATION FOR  
THE COURT CASE MANAGEMENT SYSTEM  
(CCMS-3)

B. Kreindel  
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S. P. Hobart



Prepared For:  
The Honorable Walter H. McLaughlin  
Chief Justice  
The Superior Court  
Commonwealth of Massachusetts

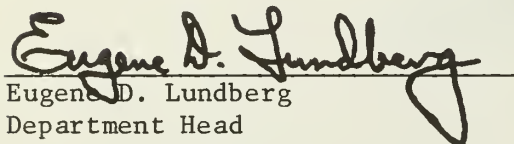
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Commonwealth of Massachusetts

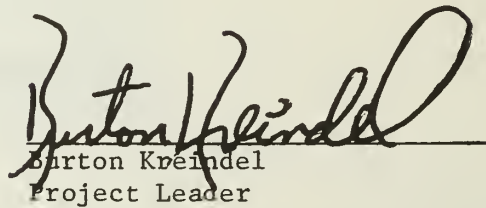
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December 1, 1975

The contents of this report have been reviewed and approved for  
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Specification Number: CCMS-3  
Code Identification: CCMS  
December 1, 1975

COMPUTER SOFTWARE SPECIFICATION  
FOR THE  
COURT CASE MANAGEMENT SYSTEM  
(CCMS)

THE MITRE CORPORATION  
BEDFORD, MASSACHUSETTS

## ABSTRACT

This specification establishes the overall performance, design, development and test requirements for the Computer Software required by the Court Case Management System (CCMS).

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## CCMS COMPUTER SOFTWARE SPECIFICATON

### SECTION 1, SCOPE

#### 1.1 Identification

This specification establishes the overall performance, design, development and test requirements for the Computer Software required by the Court Case Management System (CCMS).

### SECTION 2, REFERENCES

#### 2.1 Documents

The Superior Court of Massachusetts Management Study, Volumes I, II, and III, MTR-2113, The MITRE Corporation, Bedford, Massachusetts, 1971.

System Standards 1, 2 and 3, Committee on Law Enforcement and Administration of Criminal Justice, Boston, Massachusetts

System Standard 4 (American National Standard Flowchart Symbols and Their Usage in Information Processing, ANSI X3.5-1970)

Court Case Management Specifications

CCMS System Specification (CCMS-1)

Computer and Communications Hardware (CCMS-2)

#### 2.2 Definition of Terms for Use with the Court Case Management System

The following uniform and precise definitions of terms have been prepared. The use of these definitions will facilitate the collection of statistically meaningful data from the system.

#### Active CTU

A Case Trial Unit which includes one or more indictments or appeals which have not reached disposition. A suspended CTU is not an active CTU.

#### Appeal

A demand for a trial de novo before the Superior Court based on a criminal complaint charging one or more offenses against one or

Boston Municipal Court, or another inferior court. Each appeal bears an individual number assigned by the Superior Court Clerk's Office. Appeal does not include the appellate review process.

#### Arraignment

An appearance before the Superior Court of a person indicted for a crime during which the defendant is informed of the charge against him and required to answer to the charge.

#### Bail

The amount of money, bail bond or other security required to be deposited with the court to permit the release of a person charged with a crime pending a hearing or trial and to assure his reappearance before the court.

#### Bail Bondsman

A person, whether a professional surety or not, who furnishes bail on behalf of a defendant.

#### Case

A Case Trial Unit (CTU).

#### Complaint

The written charge of one or more criminal offenses against one or more persons resulting from an application made to a lower court or to the Superior Court. Each complaint from a lower court bears a number assigned by that court as well as the individual number assigned by the Superior Court Clerk's Office to all complaints involved in appeals to the Superior Court.

#### Completed CTU

A Case Trial Unit where all included indictments and appeals have reached disposition.

#### Concurrent Sentence

An order that a sentence imposed on a defendant commence on a date within the period of another sentence previously imposed on that defendant.



### Continuance

Court authorized postponement of a scheduled appearance to a future date.

### Continuance without a Finding

A continuance for an extended period ordered by the court in lieu of the completion of a jury waived trial of one or more charges against the defendant. The continuance may include conditions such as the placement of the defendant on probation. Such a continuance, requiring a specific future court appearance, is not a disposition.

### Court Clerks

Employees of the Clerks of Court in each County. Included are the elected Clerk, the assistant clerks and other personnel of the Clerk's Office.

### CTU

The grouping of defendants and criminal charges against them which have been designated by the District Attorney's Office as a single unit for purposes of scheduling court appearances and possible trial. A CTU may include as few as one defendant and one criminal charge. Each CTU is assigned an individual number by the Superior Court Clerk's Office.

### Custody

The detention of a person charged with a crime by a law enforcement, correction or other public institution.

### Death

A sentence which provides for the forfeiture of the defendant's life through execution.

### Dismissed

The court ordered discontinuance of charges against a person accused of a crime whether they are specified in an indictment or a complaint.

### Disposition

The completion of all required court appearances by a defendant and/or his attorney before the Superior Court that are related to a specific indictment or appeal.

### Docket

The record in which are entered summaries of all court data and a chronology of events relating to an individual indictment, appeal or CTU.

### Docket Number

The number assigned to the docket for an individual indictment, appeal or CTU.

### Felony

Any crime that may be punished by death or imprisonment in state prison.

### Filed

An order of the court which with the consent of the defendant, suspends active proceedings related to an indictment or appeal. Placing a case on file is a disposition since there is no future court appearance required of the defendant or his or her counsel.

### Fine

An order of the court requiring the defendant to make a money payment to the court. A fine which is suspended is a fine. A fine does not include any surfine imposed by statute.

### From and After Sentence

An order that a sentence imposed on a defendant commence following another sentence previously imposed on that defendant.

### Guilty

A finding by the court or a verdict by a jury that a criminal charge against the defendant has been proven.

### Habeas Corpus Writ

A written command issued by the court to a sheriff, jailer or other custodian to bring a named prisoner before the court on a specified day and at a specified time.

### I/A Adjudication

The final declaration by the court concerning the guilt or innocence of the defendant charged with an offense under an indictment or complaint. The declaration may terminate such charges through dismissal or other means.

### Imprisonment

A sentence of commitment to the state prison, a jail, a house of correction, or other institution for a definite or indefinite term.

### Indefinite Sentence

A sentence imposed on a defendant which does not have a fixed length, but which has a maximum term specified by statute.

### Indictment

The written charge of one or more criminal offenses against one or more persons as presented by a grand jury to the Superior Court. Each indictment bears an individual number assigned by the Superior Court Clerk's office. A "waived indictment" is an indictment.

### Indigent

The determination by the court that a person charged with a crime is unable to procure counsel for financial reasons.

### Joinder

A ruling by the court that two or more defendants in separate CTU's shall be tried together under one of the CTU's.

### Life

A sentence which commits the defendant to state prison for a maximum term of his or her life.

### Literal

Information to be entered in a docket which is not in specially coded form and can not be retrieved for statistical analysis.

### Misdemeanor

Any crime which is not a felony.

### Motions

Requests, applications, papers, briefs, petitions and other written documents submitted to the court through the Clerk concerning a CTU, or its included indictment(s), complaint(s), and/or defendant(s).

### Nolle Prosequi

A formal written statement filed with the the court by the prosecutor that he will not further prosecute either the whole or a separable part of the indictment or complaint charging the defendant with a crime.

### Nolo Contendere

A voluntary statement offered, with the consent of the court, by the defendant that he or she will not contend against the criminal charge made against them and is the equivalent to a plea of guilty.

### Not Guilty

A finding by the court or a verdict by a jury that a criminal charge against the defendant has not been proven as well as the answer to a criminal charge made against the defendant.

### Pending CTU

A Case Trial Unit which is either an active CTU or a suspended CTU.

### Plead Guilty

A voluntary in-court admission by the defendant of the facts contained in an indictment or complaint which charges him or her with a crime.

### Probation

An order placing a defendant under the supervision of the Commissioner of Probation. Such an order is not a sentence but does constitute a disposition of the case.

### Release on Personal Recognizance

The release of a person charged with a crime pending a hearing or trial, without the deposit of money or other security, following his or her acknowledgement of an obligation to appear before the court as required. A money forfeiture may be specified for a breach of the obligation.

### Sentence

The judgment of the court formally pronouncing the punishment to be inflicted on a defendant related to an indictment or appeal. It may include either a fine or imprisonment, or both, but does not include the placement of the defendant on probation. A suspended sentence, with or without conditions, is a sentence.

### Settled CTU

A completed Case Trial Unit.

### Severance

A ruling by the court that one or more defendants in a CTU shall be granted a separate trial under another CTU for one or more indictments or complaints against him.

### Stands Mute

The action of a person charged with a crime who fails to answer that charge before the court during an arraignment.

### Summons

A written notice issued by the court informing a defendant that he or she must appear before the court on a specified day and at a specified time.

### Suspended CTU

A Case Trial Unit (CTU) for which a future court appearance for the defendant and/or his counsel is required but no specific appearance date has been scheduled.

### Suspended Sentence

An order that the execution of a sentence imposed on a defendant be deferred and that the defendant be placed on probation.

## SECTION 3, REQUIREMENTS

### 3.1 Program Definition

This specification is for computer software sufficient to operate the Court Case Management System (CCMS). Such a system will support day-to-day operation as well as provide information for improved management of case flows within selected Superior Courts referred to as "Terminal Access Courts" or TAC's. Other courts will supply data and receive limited reports by mail. These courts are referred to as "Mail Access Courts" or MAC's. Data from both TAC's and MAC's will provide the Office of the Chief Justice with valuable statistics on the operation of the entire Superior Court System.

It is expected that the system software shall operate on a central computer with remote terminals at each TAC although other hardware and software configurations which meet the performance requirements of the system specifications may be proposed. CCMS software includes the generic operating software necessary to efficiently operate the hardware, and specific application software which will gather and report data on the operation of the individual Superior Courts. Such application software shall be constructed using higher level programming languages, data management system, and terminal support software which are to be included in the generic software.

The software described herein is necessary to support all phases of implementation described in the CCMS System Specification (CCMS-1).

#### 3.1.1 Major Functions

The major functions of the CCMS software are briefly described below.

##### 3.1.1.1 On-Line Data Entry

All data to be entered in the CCMS will be generated within the individual Superior Courts. In designated TAC's, the Clerk's Office and the District Attorney's Office will have one or more terminals connected to the central computer. Data on cases, defendants, and their status will be entered from such locations using the terminals provided. The software to perform this operation shall be designed



operation shall be designed to facilitate its use by court personnel and to insure that data which is stored in the CCMS data base is valid and accurate. Certain restrictions on data entry will be necessary; data can be entered or changed only for cases for which the court entering the data has responsibility. Other constraints are described elsewhere in this specification.

In order to initiate the CCMS at a specific TAC, all active criminal cases will be converted to machine processable format; an on-line system shall be provided to perform this function.

#### 3.1.1.2 On-Line Query

A TAC will update a central data base, as described in the preceding section, to provide personnel in the court with one central source of information. Since it is updated promptly and accurately, it will be used to prepare all normal lists, notices, dockets, and management reports. Because all agencies depend on this common data base, it will frequently be necessary to retrieve information regarding cases, the participants, or future schedules. Such inquiries may be made by court personnel as part of their processing of cases, or they may be made in response to inquiries by the public. Certain restrictions shall be necessary on these queries. Prosecution witness data shall be available only to the District Attorney's terminal, however, information on defendants shall be available from all court terminals. Information on other individuals, such as attorneys or bondsmen, will also be available for the entire Superior Court System from any CCMS terminal.

#### 3.1.1.3 MAC Updates

Not all counties process a sufficient number of criminal cases during the year to make on-line operation cost effective. For such courts (MAC's) an off-line system, accessible by mail, which will produce statistics but will not create operational reports is specified.

#### 3.1.1.4 Document Preparation

The major products of the CCMS will be documents prepared at both the central computer facility and at the TAC. Some documents will be produced routinely on a daily, weekly or monthly basis while others will be produced upon demand. Many of these documents will replace items now prepared manually, while others will provide statistical reports for management which are not currently available. Daily court calendars, notices to case participants, and dockets are some of the documents now manually prepared which will be produced by the CCMS. New documents to be prepared include

management reports, attorney workload, prosecutor assignment, overdue cases and other statistical reports, both for TAC's as well as for the entire Superior Court system.

Such reports shall be implemented in a manner which facilitates future change or improvements so as to provide maximum flexibility and to minimize paper handling and overhead required. When experience with the system is gained, some reports or formats may be deemed suboptimal, and will have to be changed.

#### 3.1.1.5 System Maintenance and Support

In addition to providing on-line data entry, queries, and documents, software for the CCMS shall provide support and maintenance for the vendor supplied computer system. Basic system software to support and operate all elements of hardware shall be necessary. An operating system, higher level programming languages, a control program for terminals and other hardware, a data management system, and other support software shall be required.

Also required shall be special maintenance software designed to support the CCMS, including the re-allocation of on-line storage, monitoring of remote access devices, simulation of queries, and test data base for report production and monitoring of system performance.

#### 3.1.2 Interface Requirements

The software provided for the CCMS shall interface with and operate on all items of hardware described in CCMS-2, the computer equipment and communications specification.

Additionally, all specially prepared CCMS software shall interface completely with and operate effectively in, the environment created by the generic software supplied with that equipment.

There are no plans for any other computer system to directly interface with the CCMS as described herein.

#### 3.2 Detailed Functional Requirements

The following sections describe in detail the computer software necessary to operate the CCMS. In all subsystems, the software will add to, or extract data from, the CCMS data base, which is described more fully in the Appendices, Section 10 and 20.



### 3.2.1 CCMS On-Line Data Entry Subsystems

The on-line subsystems of the CCMS will be the primary interface with court personnel. The following paragraphs describe the operations of each of the on-line subsystems used to enter data into the on-line data base. Such on-line systems, using a terminal composed of a keyboard and a CRT (e.g., television-like display), will create or update the data base.

Data shall be completely verified and checked as it is entered. Such problems as numeric data entered in alphabetic fields, alphabetic data in numeric fields, or non-valid code values, shall be checked. The data element descriptions found in Appendix II specify the checking required for each data element whenever it is entered into the data base. In addition, each data entry subsystem description specifies logical checks, usually involving more than one data element, peculiar to that subsystem. For example, all indictments for which a guilty plea has been entered require data on the sentence imposed.

Figure 3.2.1 presents a summary of each court department's role at each step in the processing of cases through the Superior Court, as well as the role of the CCMS.

CCMS Operation

ACTIVITY	DISTRICT ATTORNEY'S OFFICE	CLERK'S OFFICE	COURTROOM ASSISTANT CLERK	DATA PROCESSING CENTER
1. Preliminary Case Entry (Existing Manual Procedure)	<ul style="list-style-type: none"> <li>Process Indictment Through Grand Jury</li> <li>Receive Appeal from District Court Level</li> </ul>	<ul style="list-style-type: none"> <li>Log Indictments and Appeals</li> <li>Assign Numbers</li> </ul>	-	-
2. Indictment Entry	<ul style="list-style-type: none"> <li>Establish CTU Groupings</li> <li>Assign Assistant District Attorney</li> <li>Complete CTU Initialization Form</li> <li>Gather Additional Case Data</li> <li>Transmit CTU Form and Additional Data to Clerk's Office</li> <li>Set Arraignment Date</li> </ul>	<ul style="list-style-type: none"> <li>Update Log Book Terminal:</li> <li>a. Obtain CTU Number</li> <li>b. Enter CTU Data</li> <li>c. Verify CTU Entry</li> <li>Create CTU Folder and File Case Papers</li> </ul>	-	<ul style="list-style-type: none"> <li>Issue CTU Number</li> <li>Edit CTU Data</li> <li>Add CTU Information to Data Base</li> <li>Prepare Notices to Parties of Scheduled Arraignment</li> <li>Prepare Data Collection Forms, file cards</li> </ul>
3. Appeal Entry	<ul style="list-style-type: none"> <li>Establish CTU Groupings</li> <li>Assign Assistant District Attorney</li> <li>Complete CTU Initialization Form</li> <li>Gather Additional Data</li> <li>Transmit CTU Form and Additional Data to Clerk's Office</li> <li>Set initial appearance date</li> </ul>	<ul style="list-style-type: none"> <li>Using Display Terminal:</li> <li>a. Obtain CTU Number</li> <li>b. Enter CTU Data</li> <li>c. Verify CTU Entry</li> <li>Create CTU Folder and file case Papers</li> </ul>	-	<ul style="list-style-type: none"> <li>Assign CTU Number</li> <li>Edit CTU Data</li> <li>Add CTU Information to Data Base</li> <li>Prepare Notices to Parties for initial court appearance</li> <li>Prepare Data Collection Forms, file cards</li> </ul>
4. Witness Entry	<ul style="list-style-type: none"> <li>Identify witnesses in case</li> <li>Enter names of those witnesses who are to receive notices (summons or habeus)</li> <li>Using Display Terminal                             <ul style="list-style-type: none"> <li>a) Enter Witness Data</li> <li>b) Verify Witness Data</li> </ul> </li> </ul>	-	-	<ul style="list-style-type: none"> <li>Edit Data</li> <li>Add to Data Base</li> </ul>

Figure 3.2.1

ACTIVITY	DISTRICT ATTORNEY'S OFFICE	CLERK'S OFFICE	COURTROOM ASSISTANT CLERK	DATA PROCESSING CENTER
5. Arraignment	-	<ul style="list-style-type: none"> <li>• Using Display Terminal:               <ul style="list-style-type: none"> <li>a. Enter Arraignment Data</li> <li>b. Enter Trial or Hearing Date</li> <li>c. Enter Next Event Data</li> <li>d. Enter Additional CTU Data</li> </ul> </li> <li>• File CTU Folder</li> </ul>	<ul style="list-style-type: none"> <li>• Bring CTU Folder to courtroom</li> <li>• Record Arraignment Activity on pre-printed data collection forms and sign</li> </ul>	<ul style="list-style-type: none"> <li>• Verify Data</li> <li>• Update Data Base</li> <li>• Update Court Calendar</li> <li>• Prepare Notices to Parties of Scheduled Trial or Hearing</li> </ul>
6. Continuance	<ul style="list-style-type: none"> <li>• Set New Court Appearance Date with Defense Attorney and Court</li> </ul>	<ul style="list-style-type: none"> <li>• Using Display Terminal:               <ul style="list-style-type: none"> <li>a. Enter Continuance Data and</li> <li>b. Verify Entry Data</li> <li>c. Enter Next Event Data</li> </ul> </li> <li>• File CTU Folder</li> </ul>	<ul style="list-style-type: none"> <li>• Record Reason for Continuance and Rescheduled Date on general form and sign</li> </ul>	<ul style="list-style-type: none"> <li>• Verify Data</li> <li>• Update Data Base</li> <li>• Prepare Notices to Parties of Scheduled trial or hearing</li> </ul>
7. District Attorney-Authorized Schedule		<ul style="list-style-type: none"> <li>• Receive &amp; Record request for Schedule</li> <li>• Using Display Terminal:               <ul style="list-style-type: none"> <li>a. Review CTU History</li> <li>b. Check Court Calendar</li> <li>c. Enter new Court Appearance Date, Reason, etc.</li> </ul> </li> </ul>	-	<ul style="list-style-type: none"> <li>• Present brief CTU history</li> <li>• Verify Data</li> <li>• Update Data Base</li> <li>• Prepare Notices to Parties of Schedule</li> </ul>
8. Case Papers Filed	<ul style="list-style-type: none"> <li>• Set Hearing Date if required with Defense Attorney</li> <li>• Using Display Terminal:               <ul style="list-style-type: none"> <li>a. Check Court Calendar</li> <li>b. Enter Hearing Schedule Date</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Receive Papers &amp; File Papers in CTU Folder</li> <li>• Using Display Terminal:               <ul style="list-style-type: none"> <li>a. Enter Case Paper Data</li> <li>b. Verify Data</li> </ul> </li> <li>• Send copy of update to D.A.'s Office</li> </ul>	<ul style="list-style-type: none"> <li>• Receive Papers and return to Clerk's Office</li> </ul>	<ul style="list-style-type: none"> <li>• Verify Data</li> <li>• Update Data Base</li> <li>• Prepare Notices for Scheduled Hearings</li> </ul>

Figure 3.2.1 (Con't)

ACTIVITY	DISTRICT ATTORNEY'S OFFICE	CLERK'S OFFICE	COURTROOM ASSISTANT CLERK	DATA PROCESSING CENTER
9. Hearing	-	<ul style="list-style-type: none"> <li>Using Display Terminal:               <ul style="list-style-type: none"> <li>a. Enter Hearing Results</li> <li>b. Verify Entry</li> <li>c. Enter next event data</li> </ul> </li> <li>File CTU Folder</li> <li>Print copy of update; send to Defense Attorney as Notice</li> </ul>	<ul style="list-style-type: none"> <li>Bring CTU Folder to Courtroom</li> <li>Record Hearing Results on general case papers &amp; forms</li> <li>Return CTU Folder to Clerk's Office</li> </ul>	<ul style="list-style-type: none"> <li>Update Data Base</li> <li>Prepare Notice for Next Event</li> </ul>
10. Trial/Plea	-	<ul style="list-style-type: none"> <li>Using Display Terminal:               <ul style="list-style-type: none"> <li>a. Enter Trial Assignment Data</li> <li>b. Enter Trial Data</li> <li>c. Verify CTU Entry</li> <li>d. Enter next event</li> </ul> </li> <li>File CTU Folder</li> </ul>	<ul style="list-style-type: none"> <li>Bring CTU Folder to courtroom</li> <li>Record Trial Assignment Data on general form and sign</li> <li>Send CTU Folder to Trial Session</li> <li>Record Trial/Plea Data for Each Defendant and for each Indictment or Appeal on pre-printed form and sign</li> <li>Return CTU Folder to Clerk's Office</li> </ul>	<ul style="list-style-type: none"> <li>Verify Data</li> <li>Update Data Base</li> <li>Prepare Notices of Next event (if necessary)</li> </ul>
11. Sentence/Disposition	-	<ul style="list-style-type: none"> <li>Using Display Terminal:               <ul style="list-style-type: none"> <li>a. Enter Sentence/Disposition Data for each Indictment or Appeal</li> <li>b. Verify Data</li> <li>c. Enter next event data</li> </ul> </li> <li>File CTU Folder</li> </ul>	<ul style="list-style-type: none"> <li>Bring CTU Folder to Court</li> <li>Record Sentence/Disposition for Each Defendant and for each Indictment or Appeal</li> <li>Return CTU Folder to Clerk's Office</li> </ul>	<ul style="list-style-type: none"> <li>Verify Data</li> <li>Update Data Base</li> <li>Remove CTU from Active Data Base and print docket (if complete)</li> </ul>

Figure 3.2.1 (Con't)

ACTIVITY	DISTRICT ATTORNEY'S OFFICE		CLERK'S OFFICE		COURTROOM ASSISTANT CLERK	DATA PROCESSING CENTER	
	ATTORNEY'S OFFICE		CLERK'S OFFICE		ASSISTANT CLERK	DATA PROCESSING CENTER	
12. System Inquiries	<ul style="list-style-type: none"> <li>• Use Display Terminal to make System Inquiries Using:               <ul style="list-style-type: none"> <li>a. Names</li> <li>b. Calendar Dates</li> <li>c. CTU Numbers</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• Use Display Terminal to Make System Inquiries Using:               <ul style="list-style-type: none"> <li>a. Names</li> <li>b. Calendar Dates</li> <li>c. CTU Numbers</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• Use Inquiry Terminal to Make System Inquiries Using:               <ul style="list-style-type: none"> <li>a. Names</li> <li>b. Calendar Dates</li> <li>c. CTU Numbers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Generate appropriate response</li> <li>• Record Inquiry</li> </ul>	

Figure 3.2.1 (con't)

Each on-line data entry subsystem shall operate in the same basic manner; the common sequence of steps is as follows:

- Call Up or Connect - the terminal operator will dial up or otherwise determine that the terminal is connected to the computer at the Judicial Data Processing facility. Using an identification code, password, or electromechanical device, the operator will be identified.
- Select Subsystem - Next the operator must select the desired subsystem, either by typing a code or by indicating an item on a selection list.
- Format on Screen - The CCMS shall respond by displaying a format on the terminal screen into which data will be entered by the operator. Often the first data element required will be the CTU number.
- Verification of CTU No. - In such cases, the CCMS shall verify the CTU number by computing a check digit and determining that it is an active number. If both checks are favorable, it will present additional CTU verification data from the data base (e.g., defendant's names and offenses). If the checks detect an error, a descriptive message will be displayed.
- Data Format - Upon completion of the verification, additional formats for data shall be presented on the terminal screen based on the CCMS data base and the selected subsystem. The operator will fill in the data and sight verify before transmitting. Changes may be made to data on the screen up to the time the operator signals the computer and data on the screen is transmitted to the central computer.
- Verification of Data - Each data element entered shall be verified according to the rules specified in the data element definitions (Appendix II). Secondly, logical validity checks specified for each subsystem shall be made. When an error is detected, the erroneous entry and a descriptive error message must be displayed.
- Additional Data Entry - The CCMS shall continue to provide formats on the terminal screen until all data for the selected subsystem has been entered. The error checking, notification, and correction cycle will also be repeated.

- Update Data Base - When all data elements have been verified, and all errors corrected by the operator, the CCMS shall update or create the appropriate records, and record segments in the on-line data base. A record of the update shall also be entered on the Transaction Log.

### 3.2.1.1 Initial Entry Subsystem (Figures 3.2.1.1 A, B and C)

#### Inputs

The input to this subsystem will be a CTU Initiation Form prepared by the District Attorney's Office (See Figure 3.2.1.1 C for suggested format). Information will have originated on copies of the criminal indictments or appeals (I/A's), disposition forms from the District Courts, and police reports. The District Attorney's office will complete a CTU Initialization Form and forward it to the Clerk's Office (retaining a copy). After updating an indictment/appeal (I/A) Log Book, the Clerk's personnel will enter the data shown in Figure 3.2.1.1 B into the CCMS. In this figure, data elements or record segments which are mandatory are indicated by an "M" to the right of the data element; those which depend upon other conditions are indicated by a "C" to the right of the data elements. All others are optional; if they are not provided during initial entry, they can be added subsequently using the General Update or District Attorney Data Entry Subsystems.

Additional offenses (I/A's) or additional defendants, but not deletions or changes, will also be entered through this subsystem. In such cases the CTU number would be entered, and a synopsis of the existing defendants and their offenses would be presented. When the operator is certain that the correct CTU is being updated, he will signal the computer which will respond by displaying a format for data entry.

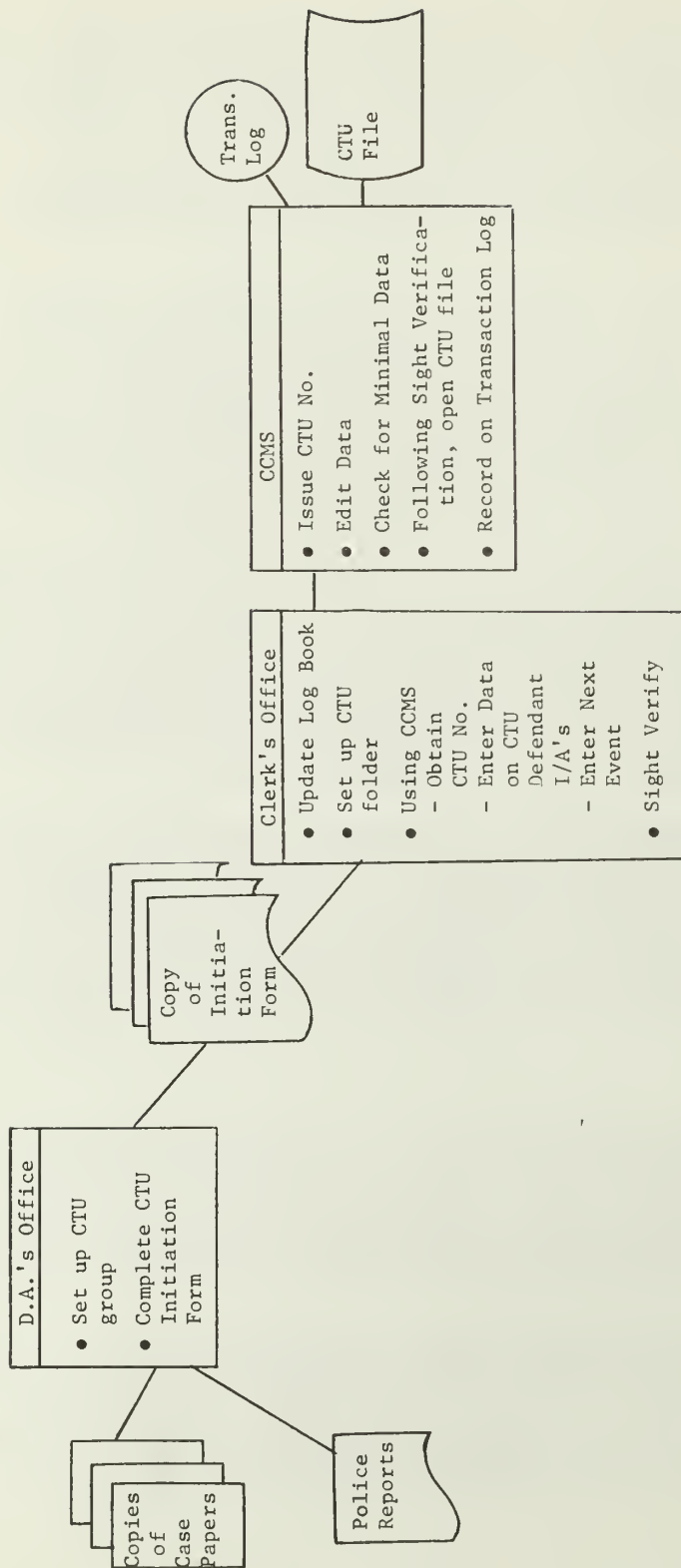
#### Outputs

The primary output of the Initial Entry Subsystem shall be a CTU record in the data base. Specifically, it shall result in the establishment of a CTU Segment, Defendant Segment(s), and I/A Segment(s). A Scheduled Event Segment shall be completed for the first scheduled court appearance.

Defendant Activity Segments shall be completed to record each defendant's bail as set at the District Court.

If a Defendant Activity Segment indicates that surety has been posted, then a record in the Bondsmen/Surety File shall be





Initial Entry

Figure 3.2.1.1 A



# INITIAL ENTRY SUBSYSTEM

CTU Segment (M) (Mandatory)

CTU No.	M	CTU
Court No.	M	CTNO
Date Initiated	M	INDATE
CTU No. Before Seve-		
erance or Joinder	C	OCTU
Date & Time of Updt	M	UPDATE

Defendant Segment(s) (M)

Name	M	DEF NAM
Alias		ALIAS
Institution		INST
Address(es)		DEFADD
Phone (s)		DEFONE
Date of Birth		DOB
Social Security No.		SSNO
State I.D. No.		SIN
Language Code		DLANG
Date of Arrest		DATSTOP

I/A Segment(s)

I/A Number	M	IANO
Felony or Misdemeanor	M	FELMIS
I/A Date	M	IADATE
Offense Statute	M	
Offense Literal	M	
Municipality of Offense	M	MUNIC
Bail Code		BALCD
Bail Amount		BALAMT
Surety Number		SRTYNO

Scheduled Event Segment (M)

Scheduling Date	M	SCDATE
Next Date	M	NXTDAT
Event Code	M	NXTEVNT
Time Scheduled	M	TIMSCD
Session	M	SCDSSN
Room No.		ROMNO
Time Required		TIMRQ
Schedule Code	M	SCHEDCO
Authorized by	M	AUTH BY

Defendant Activity Segment(s) (C) (Condition)

Date of Activity	M	DAFATE
Type of Activity	M	DEFACT
Note	C	ACTNOT

## OTHER FILES REFERENCED

### Bondsman/Surety File Record

Name	SRTNAM
Surety Number	SRTYNO
Insurance Company	
Code	SRTYCO
Address	SRTADD
Phone	SRTFON

### Prosecutor File Record

Name	PROSNAM
Attorney No.	PROSND
Affiliation	PROSAFL

### Attorney File Record

Name	ATYNAM
Attorney Number	ATYNO
Firm	ATYFIRM
Address	ATYADD
Phone	ATYPHON

### Municipal Police File

Municipal Code	MUNIC
----------------	-------

### Attorney Activity Segment (C)

Date of Activity	DATATY	M
Name of Activity	ATYNAM	M
Attorney Number	ATYNO	M
Attorney Activity		
Code	ATYACT	M
Attorney Type		
Code	ATYCD	M

Figure 3.2.1.1B

Pre-CTU No. \_\_\_\_\_  
CTU No. before Severance/Joinder \_\_\_\_\_

## CTU INITIATION FORM

Next Event	Date	Time	Room No.	AM/PM
AR - Arraignment	_____	_____	_____	_____
TA - Trial Assignment	_____	_____	_____	_____
BA - Bail Hearing	_____	_____	_____	_____
MO - Motion Hearing	_____	_____	_____	_____
OH - Other Hearing	_____	_____	_____	_____

Date Initiated \_\_\_\_\_

Prosecutor \_\_\_\_\_

Prosecutor No. \_\_\_\_\_

Language Code \_\_\_\_\_  
Date of Arrest \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
I.D. No. \_\_\_\_\_  
S.S. No. \_\_\_\_\_

Defendant Name	Name	Address	Phone	Zip
Alias 1				
Alias 2				
Alias 3				

Lower Court Attorney ☐ Pvt ☐ JMC ☐ Other Public ☐ Cr. Appd. ☐ Free On Personal ☐ Free on Bail, See Attached Paper ☐ Custody ☐

Name \_\_\_\_\_ Atty No. \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Zip \_\_\_\_\_

I or A No.	Date	Felony/ Misdemeanor		Description	Offense Municipality Code	Lower Court Bail
		Statute Chap.	Sect.			

If second sheet is needed, attach to first

Recorded by: \_\_\_\_\_  
Entered into CCMS by \_\_\_\_\_

referenced or created. Any record in such a file may be referenced by other CTU's.

An Attorney Activity segment shall be created to record the name of the defendant's attorney at the lower court or the retention of an attorney in the Superior Court. The Attorney Activity Segment shall record the assignment, the withdrawal, or the waiver of an attorney. A record in the Attorney File shall also be created or referenced. Such a record shall contain the name, address, attorney number, and phone number of the attorney-of-record, and may be referenced by other CTU's. The Attorney Activity can be referenced by other CTU's. The Attorney Activity Segment, however, reflects the history of one defendant's attorneys.

In most cases the CTU Initiation Form will contain the name of a prosecutor who will be responsible for the case. This name shall be provided by the District Attorney's staff when they fill out the form but will be entered into the CCMS by the Clerk's Office. As a result of this entry, the CTU file shall reference a record in the Prosecutor File. All data shall also be recorded on the Transaction Log.

### Processing

Upon calling up the Initial Entry Subsystem on the CCMS terminal, the operator will request and shall be provided with the next available self-checking CTU number. An input format(s) shall be provided on the terminal screen to which the operator will add the required information. Each data element shown in Figure 3.2.1.1 B shall be validated as specified on the data element definition form. Data entry requirements for the support files are given in Section 3.2.9.2.6. In addition, the following logical checks shall be performed by the software:

- All mandatory data for an initial entry shall be supplied.
- For a new indictment CTU, data on at least one defendant shall be necessary and for each defendant at least one indictment number shall be necessary.
- For a new appeal or an indictment, the category of offense charged (felony or misdemeanor) must be indicated.
- For a new appeal CTU at least one defendant shall be necessary, at least one appeal per defendant and an attorney (lower court) shall also be required (unless the defendant had waived attorney in the lower court).

- A case shall not be scheduled for trial without both an attorney's and a prosecutor's name being provided (unless the defendant has waived right to counsel). If any of the charges is an indictment, trial or trial assignment shall not be scheduled until arraignment is completed.
- The CTU file shall reference the Attorney File, the Bondsman/Surety File, and the Prosecutor File.
- The bail set at the lower court shall be entered for each I/A. The total amount set for a defendant shall also be recorded in a Defendant Activity Segment with a code indicating that it represents the lower court bail.
- A valid court-accepted municipal code indicating where the offense occurred must be entered.
- The dates appearing in the CTU Segment (date initiated), and in the Scheduled Event Segment, the Defendant Activity Segment, and the Attorney Activity Segment shall be the same, and shall be automatically entered in all segments based upon a single entry.
- As many aliases and additional addresses as needed may be entered for each defendant. At least one name and address must be entered. These fields have been treated as variable length fields in the defendant segment. However, the vendor may elect to use separate alias and address segments. The provision for multiple addresses and associated telephone numbers must be made.
- When data on an additional defendant is being added to an existing CTU, the only data which shall be mandatory is indicated in the Defendant Segment, the I/A Segment, the Defendant Activity Segment (to indicate the bail status), and the Attorney Activity Segment (to report his counsel).
- When an additional I/A is added to an existing CTU, only the data related to that I/A shall be mandatory.
- When an additional defendant or I/A is added to an existing CTU, all documents normally produced for a new CTU shall be re-printed.

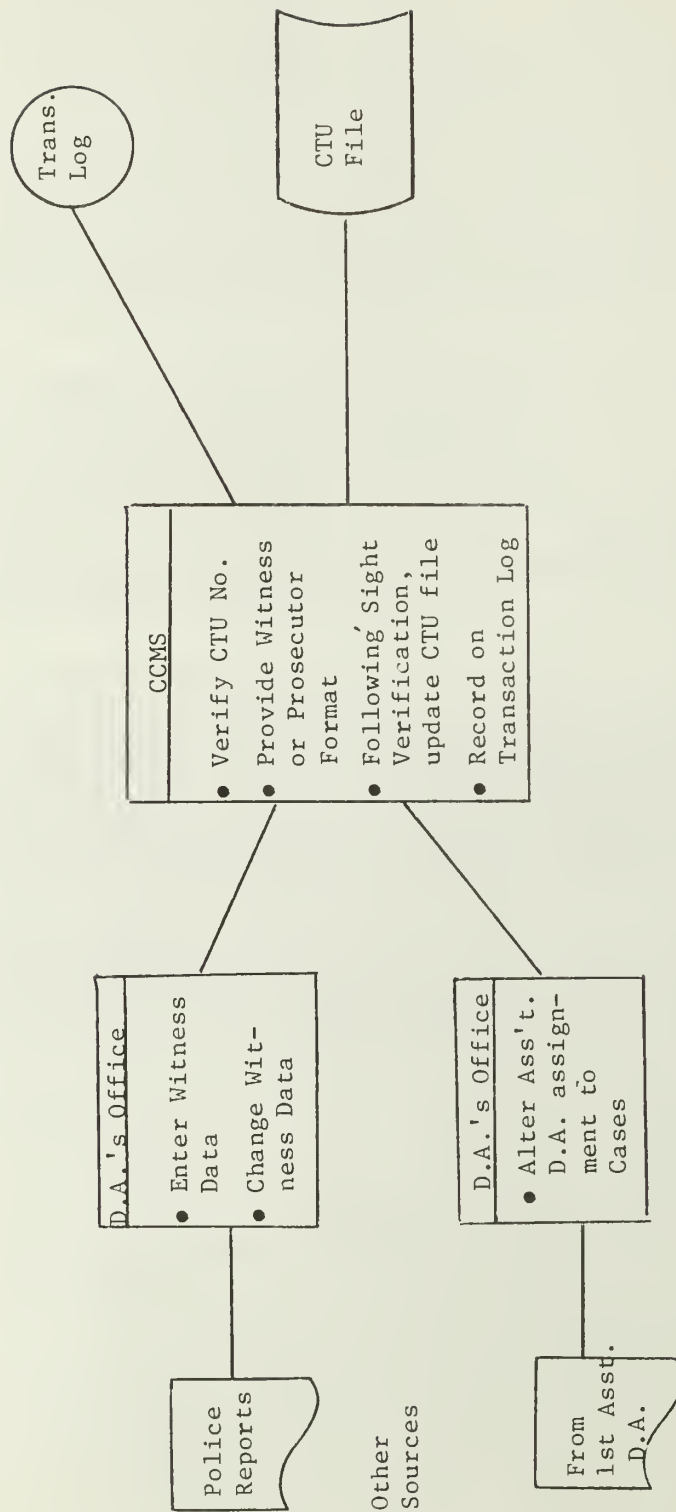
A CTU which has been completed and removed from the CCMS active case file (see Section 3.2.5.11) may be reactivated as a new CTU following a court order for a new trial for one or more of the defendants on one or more of the indictments or complaints contained in the CTU. The reactivation shall be accomplished by (a) manually entering a cross-reference in the printed docket for the completed CTU; (b) preparing a new CTU Initiation Form and utilizing the Initial Entry Subsystem for the assignment of a new CTU number; (c) reentering the relevant arraignment data using the current date via the Arraignment Subsystem; and (d) entering a literal notation utilizing the Court Appearance Subsystem to note the reactivation and referencing the original CTU number.

Before entry into the data base, all data will be sight-verified by the operator. When satisfied, the operator will signal the computer which shall then perform all validation checks and, when correct, shall enter the data into its files, and record it on the Transaction Log.

#### 3.2.1.2 District Attorney Data Entry Subsystem (Figures 3.2.1.2. A and B)

##### Inputs

Following the creation of a new CTU record in the CCMS, the D.A.'s Office will add the names which are not deliberately being withheld of all prosecution witnesses who are to be notified (by summons or habeus corpus) of scheduled court events (attorneys, defendants and bondsmen would be routinely notified). Such data shall be entered, maintained and be accessible only via terminals with special access. Subsequent changes to the witness records such as new address or phone numbers, shall also be made by the D.A.'s Office using this subsystem. When names are to remain proprietary, a code indicating that one or more witness names have been purposely withheld will be entered in the CTU Segment.



District Attorney Data Entry Sub-System

Figure 3.2.1.2 A



DISTRICT ATTORNEY DATA ENTRY SUBSYSTEM

Witness Segment (M)

OTHER FILES REFERENCED

---

Name M WITNAM  
Address WITADD  
Phone WITPONE  
Language Code WLANG  
Institution Code WINST  
Affiliation WITAFL

Prosecutor File Record

Name PROSNAM  
Attorney No. M PROSNO  
Affiliation PROSAFL

CTU Segment (M)

Date and Time of  
Update M UPDATE

Witness Names  
Withheld Code C WTNMWH

Figure 3.2.1.2 B

Changes in the prosecutor-in-charge will also be entered or changed by the D.A.'s Office. Although the initial assignment will be shown on the CTU Initiation Form and entered by the Clerk's Office, changes to the prosecutor-in-charge would be entered directly from the terminal in the D.A.'s Office using this subsystem.

### Outputs

The District Attorney's Data Entry Subsystem shall establish or change Witness Segment(s) in the CCMS Data Base.

Witnesses whose names are in the Data Base will receive notification for court appearances. Notices will not automatically be sent to witnesses whose names are not included in the file.

In the case of the entry of a new or changed Prosecutor's name and number no history need be maintained of such changes to the prosecutor-in-charge. All data shall, however, also be recorded on the Transaction Log.

### Processing

Upon calling up the District Attorney Data Entry Subsystem, the operator will identify the CTU number. The system shall verify the CTU number first by using the built-in check digit and second, by determining whether that CTU number is active. Finally, the Defendant's name and offenses (or an abbreviated version) shall be shown on the screen for further verification that the proper CTU is being updated. When the operator is satisfied that the CTU number entered is correct, the system shall display a format into which the new prosecutor, the new witness, or changed data will be entered.

In addition to the checking shown on the data element definitions, the following logical checks shall be performed:

- All mandatory data shall be provided for the type of update being processed.
- If prosecutor-in-charge changes are made using only the attorney number, the name shall be retrieved from the prosecutor file and presented on the screen for sight verification.

Before entry into the computer, data will be sight verified by the operator. When satisfied, the operator will signal the computer which will then perform all validation checks and when correct will



update the data base. All data shall also be recorded on the Transaction Log.

### 3.2.1.3 Arraignment Subsystem (Figures 3.2.1.3 A, B and C)

#### Inputs

During arraignment, a form for each CTU will be completed and signed by the Assistant Clerk in the Courtroom. Such a form\* will have been preprinted by a CCMS batch subsystem with each defendant's name, the offenses with which he is charged, and the possible outcomes of an arraignment. The completed form will accompany the CTU folder back to the Clerk's Office where an operator will call up the Arraignment Subsystem of the CCMS. First the CCMS shall verify the CTU number using the built in check digit and second, shall determine that it is an active number. Next an arraignment format, containing the defendant's name and offense data, shall be displayed on the terminal screen so that the operator can enter the results of the arraignment.

The operator shall also be presented with the option of entering a dated literal statement concerning the CTU, to describe any usual occurrence such as recording a judge's ruling or the results of hearings. More than one such literal entry shall be allowed (See Court Appearance Subsystem, Section 3.2.1.4).

Following sight verification the operator will signal the computer which shall perform all validation. When all checks have been satisfied, the CTU data base and the Transaction Log shall be updated.

#### Outputs

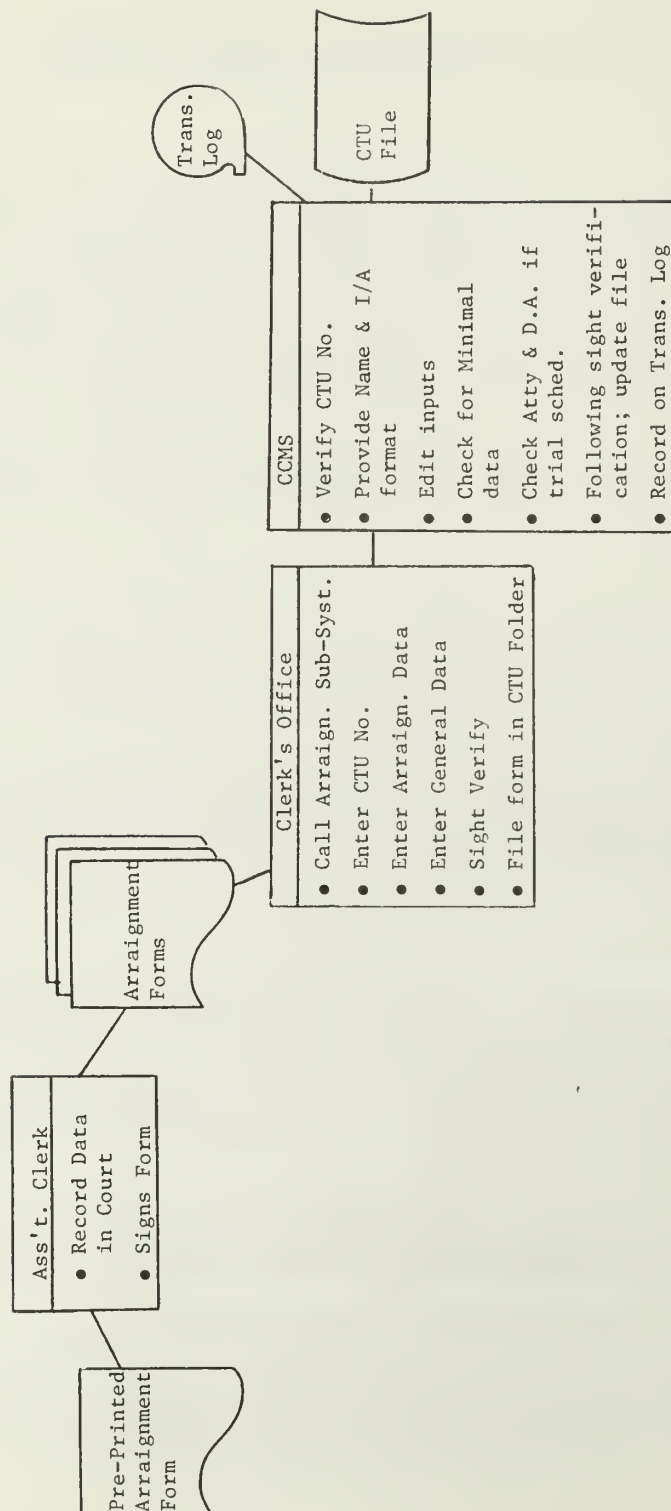
As indicated Figure 3.2.1.3. B, the Arraignment Subsystem shall update the Defendant and I/A Segments. Also, a Defendant Activity Segment shall be added to record the defendant's total bail. (Summarized from the entries of Bail for each I or A number.) An Attorney Activity Segment(s) must be added to record the defendant's Superior Court attorney information.

Other outputs will result from the Court Appearance Subsystem which will operate in conjunction with the Arraignment Subsystem.

All data shall also be recorded on the Transaction Log.

---

\*Figure 3.2.1.3.C is an example of this form. See Section 3.2.3.6 for a description of the preparation of this form.



Arraignment Sub-System  
Figure 3.2.1.3 A

## ARRAIGNMENT SUBSYSTEM

<u>Defendant Segment(s)</u>			(M)
Indigency	M	INDG	
<u>I/A Segment</u>			(M)
Arraignment Plea	M	ARRPLE	
Arraignment Date	M	ARRDAT	
Bail Amount	C	BALAMT	
Bail Code	C	BALCD	
<u>Attorney Activity Segment</u>			(C)
Date of Activity	M	DATACT	
Attorney Name	M	ATYNAM	
Attorney Number	M	ATYNO	
Attorney Activity	M	ATYACT	
Attorney Type Code	M	ATYCD	
<u>Defendant Activity Segment</u>			(C)
Date of Activity	M	DFDATE	
Activity Code	M	DEFACT	
Note	C	ACTNOT	
<u>CTU Segment</u>			(M)
Date and Time of Update	M	UPDATE	

Figure 3.2.1.3 B

CTU NO. 72-1-3765  
PRINT DATE 10/10/72  
PAGE 1 OF 2

SUPERIOR COURT OF MASSACHUSETTS  
NORFOLK COUNTY  
ARRAIGNMENT DATA FORM

PARKINSON, CALDWALLER N.

DATE \_\_\_\_\_

SID 10203040

INDIGENT Y N

I/A NUMBER	LITERAL	PLEA				LOWER COURT				SUPERIOR COURT			
		PLEADS GUILTY	NOT GUILTY	STANDS MUTE	NOLO CONTND	AMOUNT	SURETY	ROR	AMOUNT	SURETY			
I-12346	Assault	PG	NG	SM	NC	\$5000	Y		\$	Y N			
I-12357	Rec. S. Prop.	PG	NG	SM	NC	\$ 100	N	X		Y N			
I-12358	Armed Robbery	PG	NG	SM	NC	\$ 100	N	X	\$	Y N			

PRINCIPAL, PETER S.

DATE \_\_\_\_\_

SID 10203050

INDIGENT Y N

I/A NUMBER	LITERAL	PLEA			NOT GUILTY	STANDS MUTE	NOLO CONTND	LOWER COURT		SUPERIOR COURT	
		PLEADS GUILTY	NG					AMOUNT	SURETY	ROR	AMOUNT
I-12346	Assault	PG	PG	NG	SM	NC		\$5000	Y		Y N
I-12357	Rec. S. Prop.	PG		NG	SM	NC		\$ 100	N	X	Y N
I-12358	Armed Robbery	PG		NG	SM	NC		\$ 100	N	X	Y N

RECORDED BY \_\_\_\_\_

ASST. CLERK

CCMS UPDATED BY \_\_\_\_\_

ARRAIGNMENT DATA FORM

Figure 3.2.1.3 C

## Processing

After validating the CTU number, the Arraignment Subsystem of the CCMS shall provide on the terminal an arraignment data format showing each defendant's name and the offenses with which he is charged. The operator will enter data from the Assistant Clerk's data collection form. All data shall be validated according to the requirements specified in the data element definition (Appendix II). In addition, the following logical checks shall be performed by the software.

- The subsystem shall check that all mandatory data was provided for each defendant. There shall be at least one defendant per CTU.
- The dates appearing in the Court Appearance Segment, the Scheduled Event Segment, the Literal Segment (if one exists), and any other segments shall be automatically entered in all segments from a single entry.
- The Arraignment Subsystem shall be executed in conjunction with the Court Appearance Subsystem, which will record the appearance results, the next event, and any literal entry.
- A Defendant Activity Segment shall be created to reflect the total bail as set by the Superior Court. If there has been no change to the individual I/A bail amount, no change to the I/A Segments is required. If there has been a change to the total amount, the I/A no.'s and the original bail shall be displayed on the screen for the operator to change. The amount of the total bail (Defendant Activity Segment) shall equal the sum of the individual I/A bail amounts.
- Following completion of an arraignment for a defendant, the lower court attorney can no longer be considered the attorney of record. Therefore, the CCMS shall create an Attorney Activity Segment entry "withdrawing" the lower court attorney (providing another attorney of record in the Superior Court has already not been entered).

#### 3.2.1.4 Court Appearance Subsystem (Figures 3.2.1.4 A, B, C, and D)

##### Inputs

Most cases go through several court appearances before being completed including arraignment, conferences, hearings, several attempts at trial assignment, trial and sentencing. For any of these events the Assistant Clerk in the Courtroom will record the results, the next scheduled event, and any literal entries resulting from orders, hearing results, or other court events.\* Updates to the Attorney File shall also be made through the Court Appearance Subsystem.

The Court Appearance Subsystem shall also be used to record events other than regular court appearances. Two such events are the filing of motions and papers and a court ordered conference. When motions or papers are filed (i.e., delivered to the Clerk's office), a clerk will complete a Court Appearance form, circling the appropriate item and completing the motion status and literal sections. If no more motions are expected, then the motion status is complete, and a new next event may be added.

A scheduled conference shall be treated as a normal court event and notices shall be sent to the defendant, the prosecution and the defense attorney. The conferences may be scheduled throughout the day on the court calendar. The prosecutor and defense attorneys will report to the Court at the scheduled time, and then leave the courtroom to hold the conference. After the conference, the participants will report back immediately with the results, which will then be incorporated into the system through the use of the Court Appearance form.\*\*

---

\* Figure 3.2.1.4 C is an example of the Court Appearance form and Figure 3.2.1.4.D is an example of a revised Attorney Appearance form.

\*\* If the judge does not desire immediate scheduling of the conference and reporting of results, the conference may be ordered to be completed by some specified date. In this situation, the Assistant District Attorney must complete a Court Appearance form after the conference and deliver it to the Clerk's office where it will be entered into CCMS via this subsystem.



The Court Appearance Subsystem must be executed in conjunction with the Arraignment, I/A Adjudication, or Sentencing Subsystems (since they record data for specialized court appearances); it may also be executed alone. To enter data when it is executed alone, the operator will key in the CTU number. The number shall be verified, using a check digit, and determining that the number was active, after which the defendant names and offenses, (or an abbreviated version of them) shall be presented to the operator. When the operator has indicated that the correct CTU is being updated, a format shall be displayed on the screen for data entry.

When the Court Appearance Subsystem is executed in conjunction with one of the Arraignment, Disposition, or Sentencing Subsystems, the CTU checking and verification described in the preceeding paragraph shall not be necessary. Rather, such verification will have been performed by the other subsystem and the operator can proceed directly with data entry. First, fixed format data on the originally scheduled event and the next scheduled event shall be entered. Next the operator shall be presented the opportunity of entering free form literal text. Following data entry, the operator will sight verify the data and signal the CCMS to validate the data. When all checking has been satisfied, the CCMS will update the data base. Hard (printed) copies of certain updates will be requested by the operator to provide attorneys (prosecution and defense) with details of motions, hearings results, or other docket entries. (These can be obtained using a CTU Query Subsystem, Section 3.2.2.1).

### Outputs

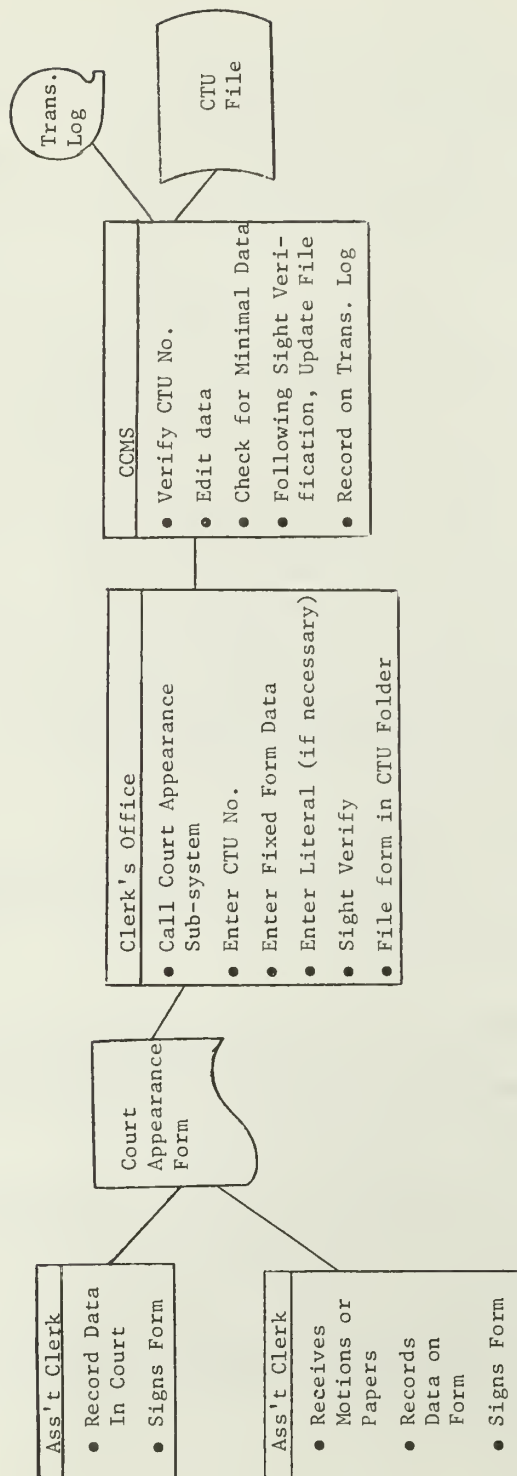
As shown in Figure 3.2.1.4 B the Court Appearance Subsystem shall result in new Court Appearance and Scheduled Event Segments being added to the CTU data base.

An Attorney Activity Segment shall be added and reference made to the attorney file if an attorney withdraws as attorney-of-record, and/or if a new attorney enters as attorney of record. If a "temporary" attorney appears, only an Attorney Activity Segment with no reference to the Attorney File need be created.

A Defendant Activity Segment shall be created for bail changes or for case suspension (i.e., due to defendant's default, or mental exam).

All data shall also be recorded on the Transaction Log. Hard copy (printed) output of certain updates, especially the literal portion, shall be provided upon request.





Court Appearance Sub-System  
Figure 3.2.1.4 A

# COURT APPEARANCE SUBSYSTEM

## Court Appearance Segment (M)

Date	M	APRDAT
Judge	M	JUDGE
Session	M	APRSSN
Original Event	M	OREVNT
Reason	C	REASON
Requestor of Continuance	C	RQSTR
Stenographer	M	STENOG
Tape Number		TAPENO
Prosecutor	M	PROS
Number of Papers or Motions Filed	C	NOPAM
Interpreter	C	DINTRN

## OTHER FILES REFERENCED

### Attorney File

Attorney Name  
Attorney Number  
Attorney Firm  
Attorney Address  
Attorney Phone

## Scheduled Event Segment (M)

Date of Scheduling	M	SCDATE
Next Event Date	M	NXTDAT
Next Event	M	NXTEVNT
Time Scheduled	M	TIMSCD
Session Scheduled	M	SCDSSN
Room Number		ROMNO
Estimated Time Required		TIMRQ

## Defendant Activity Segment (C)

Date of Activity	M	DFDATE
Activity Code	M	DEFACT
Note	C	ACTNOT

## Literal Entry Segment (C)

Date of Event	C	LITDAT
Block Court	C	BLKCNT
Literal Data Blocks	C	LITBLK

## Attorney Activity Segment (C)

Name	C	ATYNAM
Number	C	ATYNO
Activity	C	ATYACT
Attorney Code	C	ATYCD

## CTU Segment (M)

Date and Time of Update	M	UPDATE
Previous CTU No. from Joinder or Severance	C	OCTU

Figure 3.2.1.4 B

CTU NO. \_\_\_\_\_  
DATE \_\_\_\_\_  
SESSION \_\_\_\_\_  
TAPE NO. \_\_\_\_\_

MASSACHUSETTS SUPERIOR COURT  
COURT APPEARANCE FORM  
COUNTY \_\_\_\_\_

JUDGE \_\_\_\_\_ STENOGR. \_\_\_\_\_  
PROSECUTOR \_\_\_\_\_ AFFILIATION \_\_\_\_\_ INTERPRETER \_\_\_\_\_

This Event	
AR - Arraignment	No. _____
BA - Bail Hearing	
CF - Conference	
MO - Motions	
NO - Not on List	
OH - Other Hearing	
PA - Papers Filed	No. _____
PL - Plea	
SN - Sentencing	
TA - Trial Assignment	
TR - Trial	

Motions Status	
Complete	<input type="checkbox"/>
Incomplete	<input type="checkbox"/>

Next Scheduled Event:	
Date	Sessn. _____
Time	AM/PM Rm. No. _____
Time Req.	_____

Next Event	Reasons
SP - Suspended	Reason for Suspension (Up to 2): DW - Default Name _____ MD - Medical Exam/Trtmt _____ MN - Mental Exam/Trtmt _____ DG - Drug Exam/Trtmt _____ DN - Default/No Warrant Issued _____ OT - Other _____
AR - Arraignment Sched. BA - Bail Hearing Sched. CF - Conference Sched. MO - Motion Sched. Sched. OH - Other Hearing Sched. PL - Plea Sched. SN - Sentencing Sched. TA - Trial Assign. Sched. TR - Trial Sched.	Reason for Continuance (Up to 2): NA - No Attorney AP - Attorney Preparation AU - Attorney Unavailable AC - Attorney Conflict DU - Defendant Unavailable DW - Defense Witness Unavailable PU - Prosecutor Unavailable PC - Prosecutor Conflict PW - Prosec. Witness Unavailable IU - Interpreter Unavailable SU - Session Unavailable SP - Scheduling Problem CF - Continue Without a Finding EF - Expected Filing of Motions OT - Other _____  Reason for new Event (Up to 2): EC - Original Event Comp. MW - Motion Withdrawn RW - Request for Hearing Withdrawn PR - Plea Rejected WP - Plea Withdrawn MT - Mistrial NT - No Trial
CC - Case Complete CJ - CTU Joined with CTU No. _____	Continuance Requested by: D - Defense P - Prosecution C - Court O - Other

SEE OTHER SIDE  
Recorded by \_\_\_\_\_  
Entered by \_\_\_\_\_

Figure 3.2.1.4 C

MASSACHUSETTS SUPERIOR COURT  
COURT APPEARANCE FORM

Attorney Activity	
Defend.	
<input type="checkbox"/>	See Attached Appearance Form
<input type="checkbox"/>	Ordered to Trial, No Appearance Filed
<input type="checkbox"/>	Ordered to Proceed, Atty not present
Defend.	
<input type="checkbox"/>	See Attached Appearance Form
<input type="checkbox"/>	Ordered to Trial, No Appearance Filed
<input type="checkbox"/>	Ordered to Proceed, Atty not present

Bail Activity	
Defend.	
SB - Set Bail \$	
CB - Change Bail I/A	
Defend.	
SB - Set Bail \$	
CB - Change Bail I/A	

LITERAL :

Activate Suspended Case	
Defend. Name	
DR - Default Removed	
FH - From Medical Hospital	
FM - From Mental Hospital	
FD - From Drug Treatment	
OT - Other	

Page 2 of 2  
Side 2 of 2

Recorded by                       
Entered by                     

Figure 3.2.1.4 C continued

## Processing

When the Court Appearance Subsystem is executed, each data element shall be checked according to the specifications on the Data Element Definition Forms. The following logical checks shall also be performed by the software:

- All mandatory data shall be supplied
- The dates of the Court Appearance Segment, the Scheduled Event Segment, the Literal Segment (if any), the Attorney Activity Segment (if any), and the Defendant Activity Segment (if any), shall be the same and shall be automatically entered in all segments from a single entry.
- For every Court Appearance, except the filing of motions and papers, case complete or CTU closed, the scheduled event, a next event or "case suspended" and a reason shall be provided. The Next Event Code shall be used both as the Appearance Result code in the Court Appearance Segment, and as the next event code in the Scheduled Event Segment (except when the case is suspended). It shall be possible to have two future events scheduled for a case.
- When the "Motions Status" is "complete", the next scheduled event can no longer be a "motion scheduled" event.
- Each reason must be stated in a valid code. The capability shall be provided to change the fixed format data used for reasons after experience has been gained and their relative value can be assessed.
- If the next event code is "Case Suspended", then no next event data shall be mandatory. However, a next event may be scheduled (except that the case may not be scheduled for trial or trial assignment) while in "suspended" status (e.g., a hearing may be scheduled).
- If the result of an appearance is "Suspended", (i.e., for default, for medical or mental exam), the operator must indicate which defendant is in default or hospitalized. The terminal shall display the names of the defendants along with codes indicating the reason for suspension to aid the operator. This shall result in the creation of one or more Defendant Activity Segments.

- For every continuance when the currently scheduled event and the next scheduled event are the same, the requestor's role (i.e., prosecution, defense, etc.) must be entered.
- When a severance occurs, it shall be so indicated in the literal segment on the court appearance form, and also result in the generation of a new CTU initiation form by the district attorney's office. The new CTU number will be entered into the old CTU record segment automatically by CCMS following the new CTU initiation.
- When a joinder occurs, it shall be noted on one CTU with the CTU joinder code in the next event field and with the new CTU Number. The data in that CTU shall automatically be merged into the remaining CTU. The remaining CTU shall automatically receive the other (closed) CTU number in its CTU record segment and a literal entry denoting the joinder shall be created.
- A case shall not be scheduled for trial, assignment or plea without the entry of the name of both an attorney and a prosecutor, unless the defendant has waived his right to attorney or has been ordered to trial without an attorney.
- Arraignment shall be complete (i.e., a plea entered for every indictment for each defendant) before trial assignment, trial or plea can be scheduled.
- A "Case Complete" code shall not be valid unless all indictments and/or appeals have a valid disposition code, and all guilty findings or guilty pleadings have a valid sentence code.
- If the Next Event Code indicates "Case Completed" or "CTU Closed or Suspended", then no future date or time shall be necessary.
- If the results of a court appearance are entered for a case which was previously placed in suspended status (i.e., the last court appearance resulted in "suspended" status), then the operator will indicate whether the suspension (e.g., defendant defaulted or hospitalized) has terminated. The terminal shall display the name of the defendant(s) who had caused the suspension, the reason, and possible next entries. If entered, this shall result in the creation of a Defendant Activity Segment.



- The Court Appearance Subsystem shall allow the operator to enter literal data. However, such an entry is not mandatory. If none is signified, no Literal Entry Segment is added to the data base.
- For every paper or motion filed and tabulated in the papers or motions field, a literal entry with the title of the paper or motion must be made.
- The literal entry shall be checked to see that a date and some text had been entered. Since the remainder of the entry is literal text, only sight checking will be possible.
- The CCMS system itself shall account for and record (in the "block count" field) the number of data blocks utilized by the variable length literal statement.
- If an attorney enters an appearance as "attorney of record", then both an Attorney Activity Segment, and a reference to the Attorney File shall be required. A complete record in this file shall be required. If one does not exist, it shall be provided at this time. (See Figure 3.2.1.4 D for Attorney Appearance Form).
- If an attorney withdraws his appearance as "attorney of record" this fact shall be recorded as an Attorney Activity Segment and reference to his record in the Attorney File shall be severed.
- In some situations, an attorney will be allowed to appear on behalf of a defendant for one appearance date only, and his appearance shall not alter the attorney-of-record. In such situations an Attorney Activity Segment shall be created recording the attorney's name, and a TE (temporary) code used. If an attorney of record exists, his name record shall not be changed; if no attorney of record exists, the temporary attorney shall not become one, and there will be no update to the Attorney File.
- Defendant Activity Segment(s) shall be created to record any changes in (total) bail. The individual I/A Segments shall then be displayed for the operator to update. The total bail shall equal the sum of the bail for the I/A segments.



Massachusetts Superior Court  
Attorney Appearance Form

CTU No. \_\_\_\_\_

Date \_\_\_\_\_  
In the Case of the Commonwealth Vs. \_\_\_\_\_

I  $\left\{ \begin{array}{l} \text{---} \text{ Appear as Attorney of Record} \\ \text{---} \text{ Appear for this Date Only} \\ \text{---} \text{ Move for leave to withdraw my} \\ \text{---} \text{ Appearance} \\ \text{---} \text{ Appear pro se} \\ \text{---} \text{ Appear as Attorney as a} \\ \text{---} \text{ Law Student} \end{array} \right\}$

For the Above Named Defendant(s)

\_\_\_\_ MDC  
\_\_\_\_ Other Public Defender  
\_\_\_\_ Private Attorney, Appointed by Court  
\_\_\_\_ Private Attorney

Name of Supervising Attorney:

\_\_\_\_ Attorney Number \_\_\_\_\_  
\_\_\_\_ Phone \_\_\_\_\_

Please Print:

Name \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_  
Firm or \_\_\_\_\_ Firm \_\_\_\_\_  
Law School \_\_\_\_\_ Number \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

\_\_\_\_ Signature  
\_\_\_\_ Attorney Number \_\_\_\_\_

\_\_\_\_ For Office Use Only  
\_\_\_\_ Entered into CCMS  
by \_\_\_\_\_

Figure 3.2.1.4 D

- The Note field of the Defendant Activity Segment shall be used to record the amount of bail if such an activity is indicated.

### 3.2.1.5 D. A. Schedule Subsystem (Figures 3.2.1.5 A, B, and C)

#### Input

The District Attorney may, within court established limits, schedule or reschedule court events. For example, motions from a Defense Attorney will require a hearing to be scheduled before a judge, or a phone call from the defense attorney may result in the case being rescheduled to a more convenient time, in order to save the cost and inconvenience of a continuance. To schedule or reschedule a court event, an authorized member of the District Attorney's staff will fill out and sign a short form\*. To aid his decision about rescheduling a case, an operator might query the CCMS to determine if the case was extremely old, if there had been several previous continuances, or if the scheduled workload for the date proposed was heavy.

When it has been decided to schedule or reschedule an event, the D. A.'s office will deliver the form to the Clerk's office, where an operator will select the D.A. Schedule Subsystem of the CCMS. Following the entry and verification of the CTU number, (by check digit and active number) the defendant's name(s) and offenses (or if screen limitations dictate, some abbreviated version) shall be shown on the terminal for further verification that the proper CTU was being updated. When the operator is satisfied, a schedule/reschedule format shall be presented on the terminal screen to assist the operator. The necessary data will be entered and, following sight verification, the operator will transmit the data to the computer. Following successful validity checks on the data, the CCMS data base shall be updated.

#### Outputs

As the result of the D.A. Reschedule Subsystem, a new Scheduled Event Segment shall be added to the CTU record with the data shown as in Figure 3.2.1.5 B.

All data shall also be recorded on the Transaction Log.

---

\*Figure 3.2.1.5 C is an example of this form.

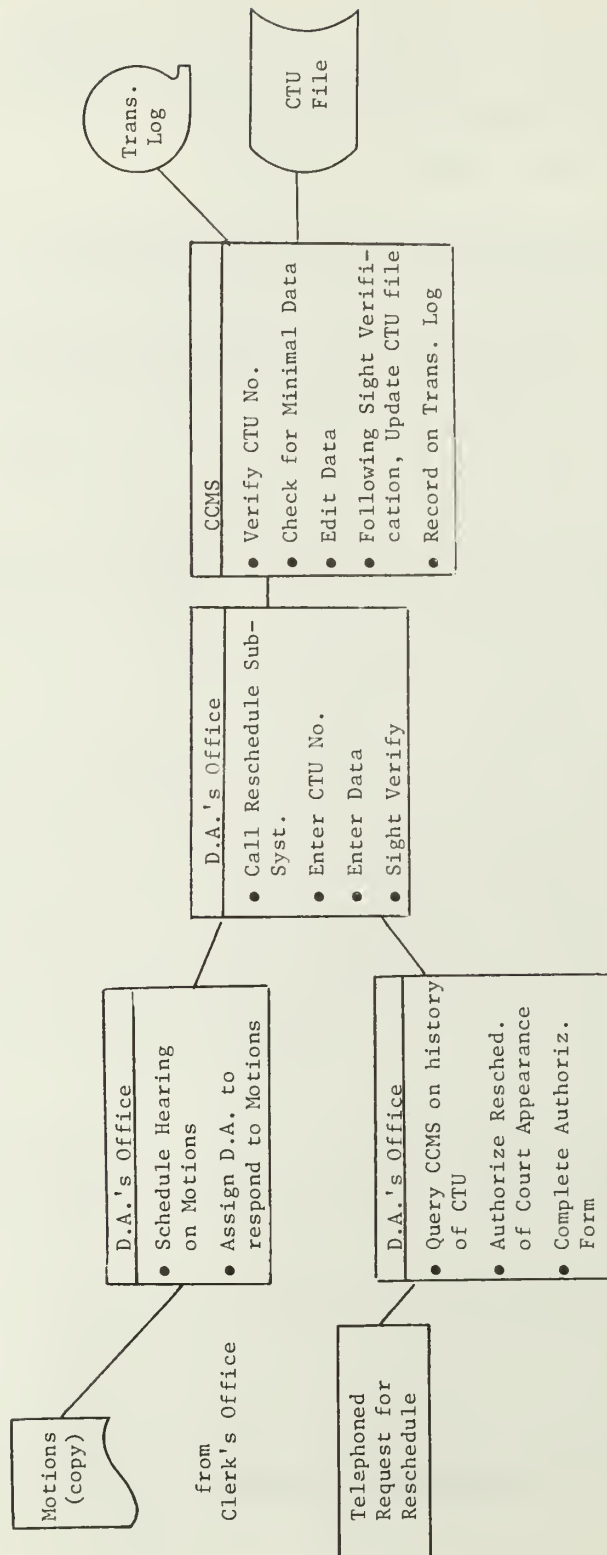
### Processing

The CTU number shall be verified as described previously, and each data element verified according to the data definition forms. The following logical checks shall be performed by the software:

- All mandatory data shall be supplied.
- A re-scheduling, except court ordered, shall not be allowed if more than two previous re-scheduling exist.
- It shall be possible to have two future events scheduled for a case. For example, trial assignment data may remain unchanged even though a conference is scheduled before that date.
- For any re-scheduling a reason shall be provided.
- While a case is suspended it may be scheduled for arraignment, hearing, conference, plea or sentencing. It shall not be scheduled for trial or trial assignment.

---

\*Figure 3.2.1.5 C is an example of this form.



D.A. Schedule Sub-System

Figure 3.2.1.5 A

#### D. A. SCHEDULE SUBSYSTEM

<u>Scheduled Event Segment</u>	(M)
Date of Scheduling	M SCDATE
Next Event Date	M NXTDAT
Next Event	M NXTEVNT
Time Scheduled	M TIMSCD
Session Scheduled	M SCDSSN
Room Number	ROMNO
Estimated Time Required	TIMRQ
Schedule Code	M SCHEDCD
Authorized by	M AUTHBY

<u>CTU Segment</u>	(M)
Date and Time of Update	M UPDATE

Figure 3.2.1.5 B

Ctu No. \_\_\_\_\_

Date \_\_\_\_\_

SUPERIOR COURT

D. A. SCHEDULED APPEARANCE FORM

Reason
RP - Reschedule at Prosecution Request
RD - Reschedule at Defense Request
RC - Reschedule, Court Authorized
SU - Suspension to be lifted
HR - Motion or paper filed requires hearing

New Event
AR - Arraignment
BA - Bail Hearing
MO - Motion Hearing
OH - Other Hearing
CF - Conference
TA - Trial Assignment
PL - plea
SN - Sentencing

Date _____	Sessn. _____
Time _____	AM/PM _____
Room No. _____	Time Req'd _____

Authorized by \_\_\_\_\_

CTU Entry by \_\_\_\_\_

Notes:

Figure 3.2.1.5 C

### 3.2.1.6 I/A Adjudication Subsystem (Figures 3.2.1.6 A, B, and C)

#### Inputs

An input form\* preprinted by the CCMS will list each defendant, the charges against him, and possible outcomes. When the court disposes of a case, this information will be recorded on the form and signed by the Assistant Clerk in the courtroom. Data from this document will be entered into the CCMS. Following verification of the CTU number, the CCMS shall present the operator with a format on the screen containing each defendant's name, each indictment or appeal, and space for the disposition. The operator will enter the results, including data on the next scheduled event and any literal data. Following sight verification, the operator will transmit the data to the CCMS, which shall validate the data and update the data base.

#### Outputs

The I/A Adjudication Subsystem shall result in updates to the CTU and I/A Segments.

Other outputs shall also be produced by the Court Appearance Subsystem, which must operate in conjunction with the I/A Adjudication Subsystem.

All data shall also be recorded on the Transaction Log.

#### Processing

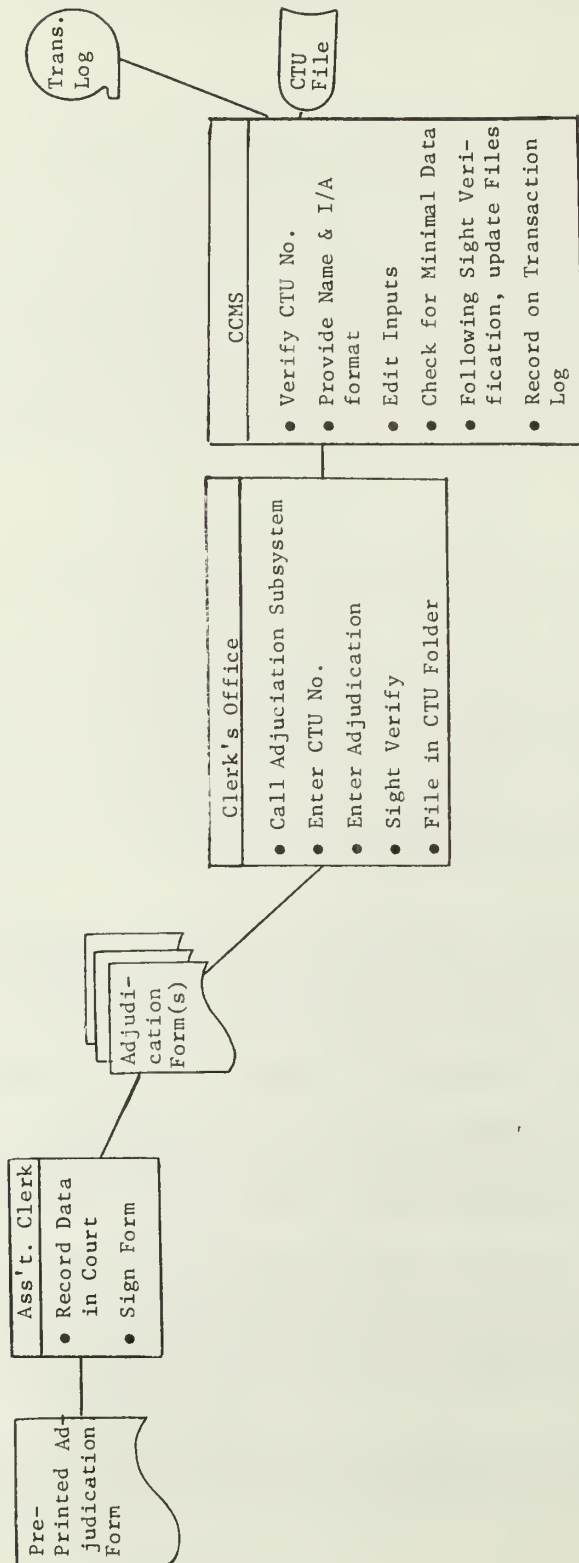
The CTU number shall be checked and each data element validated according to the specifications on the Data Element Definitions. In addition the following logical check shall be necessary:

- All mandatory data shall be supplied for at least one I/ A.
- This subsystem shall be executed in conjunction with the Court Appearance Subsystem which will record the appearance results, the next scheduled event, and any literal entry.
- The date of the Court Appearance, the Scheduled Event, the Defendant Activity (if any) and the Literal Entry Segments (if any), shall be the same and shall be automatically entered in all these segments from a single entry.

---

\*Figure 3.2.1.6 C is an example of this form. See Section 3.2.3.2 for a description of the preparation of this form.





Adjudication Subsystem

Figure 3.2.1.6 A

I/A ADJUDICATION SUBSYSTEM

<u>CTU Segment</u>	(C)
Trier (Judge or Jury)	C TRIER
Date Begun	C TBDATE
Time Begun	C TBTIME
Date Complete	C TCDATE
Time Complete	TCTIME
Date and Time of Update	M UPDAT

<u>Indictment of Appeal Segment</u>	(M)
Adjudication Code	M ADJCOD
Adjudication Date	M ADJDAT

Figure 3.2.1.6 B

MASSACHUSETTS SUPERIOR COURT  
NORFOLK COUNTY  
I/A ADJUDICATION DATA FORM

CTU NO. 72-1-2343  
PRINT DATE 10/10/72  
PAGE 1 OF 2

BEGAN DATE \_\_\_\_\_ TIME \_\_\_\_\_  
COMPLETE DATE \_\_\_\_\_ TIME \_\_\_\_\_  
TRIER: JUDGE 12 PERSON JURY 6 PERSON JURY OTHER \_\_\_\_\_

PARKINSON, CALDWALLER N

SID NO. 10203040

LITERAL OR NOTES

I/A NUMBER	ADJUDICATION CODE	DATE
I-12346	_____	_____
I-12357	_____	_____
I-12358	_____	_____

PRINCIPAL, PETER S

SID NO. 10203050

I/A NUMBER	ADJUDICATION CODE	DATE
I-12345	_____	_____
I-12356	_____	_____
I-12357	_____	_____

ADJUDICATION CODES

PG - ACCEPTED PLEA OF GUILTY  
FG - FOUND GUILTY  
NG - FOUND NOT GUILTY  
PL - ACCEPTED PLEA OF GUILTY TO  
LESSER OFFENSE  
FL - FOUND GUILTY OF LESSER OFFENSE  
DM - DISMISSED  
NP - NOLLE PROSC.  
FW - FILED WITHOUT FINDING  
NC - ACCEPTED NOLO CONTENDERE  
AW - APPEAL WITHDRAWN

DATE RECORDED BY \_\_\_\_\_  
ENTERED INTO CCMS BY \_\_\_\_\_

Figure 3.2.1.6 C

- The date of the court appearance shall also be used in the I/A Segment for each indictment or appeal for which the adjudication is entered.
- The data elements "Trier", "Date Begun", and "Date Completed" shall be mandatory when the adjudication recorded is a finding or verdict (i.e., not a guilty plea, dismissal, or other non-trial adjudication).
- If a defendant is found guilty or pleads guilty to a lesser included offense, the nature of the lesser charge shall be recorded as a literal data entry.

#### 3.2.1.7 Sentencing and Probation Subsystem (Figure 3.2.1.7 A, B and C)

##### Inputs

Following a finding of guilty by trial, or a plea of guilty, a sentence or probation may be imposed. Using another pre-printed form\* containing the defendants' names and charges, the Assistant Clerk in the courtroom will record the sentence or probation imposed, after which it will be forwarded to the Clerk's Office.

An operator will enter the data on sentencing as well as information on next event and any literal data required. Following successful validity checks the CCMS data base shall be updated.

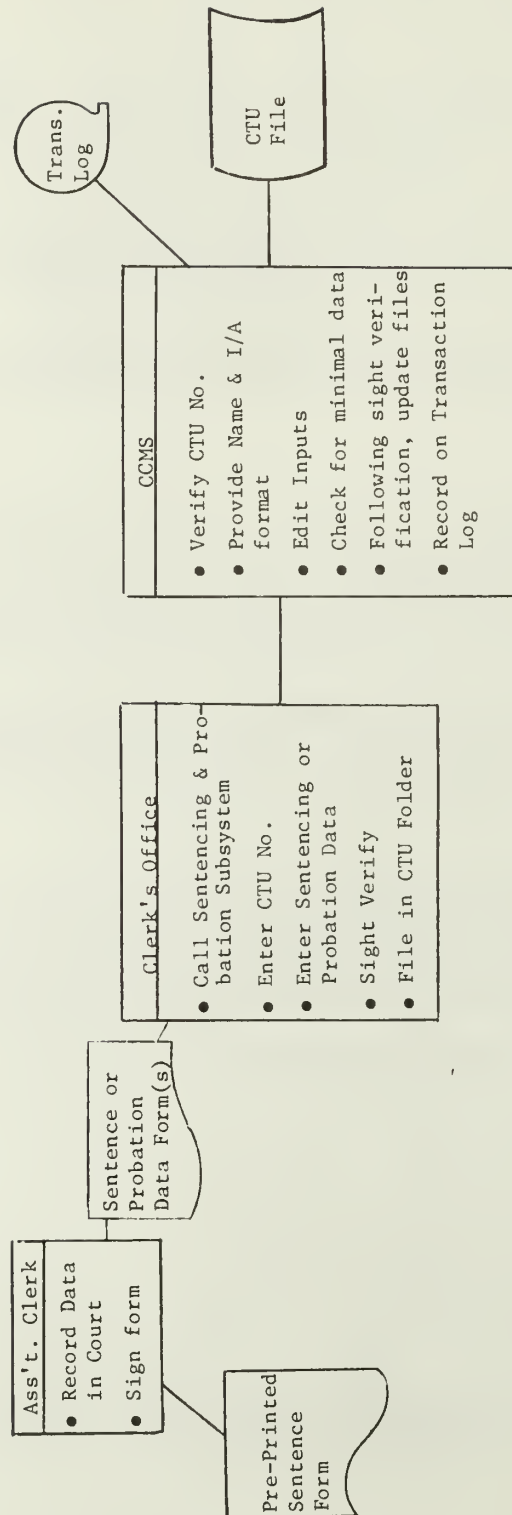
##### Outputs

As a result of the Sentencing and Probation Subsystem, updates to the I/A Segment(s) of the data base shall be made. Other outputs shall be created by the Court Appearance Subsystem which shall operate in conjunction with the Sentencing and Probation Subsystem.

All data shall also be recorded in the Transaction Log.

---

\*Figure 3.2.1.7 C is an example of this form. See Section 3.2.3.6 for a description of the preparation of this form.



Sentencing and Probation Subsystem

Figure 3.2.1.7 A

# SENTENCING AND PROBATION SUBSYSTEM

<u>CTU Segment</u>	(C)	
Complete Date	C	CMPDAT
Date and Time of Update	M	UPDATE
<u>Indictment or Appeal Segment</u>	(M)	
Sentence or Probation Date	M	SENDAT
Imprisonment Period		PRSNTIM
Imprisonment Condition		PRSNCOND
Imprisonment Institution		PRSN
Fine/Surfine Amount		FINAMT
Fine/Surfine Condition		FINCDN
Other Sentences		OTHER
Probation Period		PRBTIM

Figure 3.2.1.7 B

CTU NO. 72-1-7534  
 PRINT DATE 10/10/72  
 PAGE 1 OF 2

MASSACHUSETTS SUPERIOR COURT  
 NORFOLK COUNTY  
 SENTENCE AND PROBATION DATA FORM

PARKINSON, CALDWALLER, N.

I/A NO.	DATE IMPOSED	IMPRISONMENT			FINE/SURFINE	OTHER SENTENCE	PROBATION	LITERAL
		MIN	MAX	MCI				
I-12346		YR.MO.DA.	YR.MO.DA.	HC OTHER	INDEF SUSP. & PROB. CONCURRENT FROM & AFTER	FILED LIFE DEATH OTHER	YR. MO.	
I-12357		YR.MO.DA.	YR.MO.DA.	HC OTHER	INDEF SUSP. & PROB. CONCURRENT FROM & AFTER	FILED LIFE DEATH OTHER	YR. MO.	

CASE COMPLETE; DATE DATA RECORDED BY  
 DATA ENTERED INTO CCMS BY

Figure 3.2.1.7 C



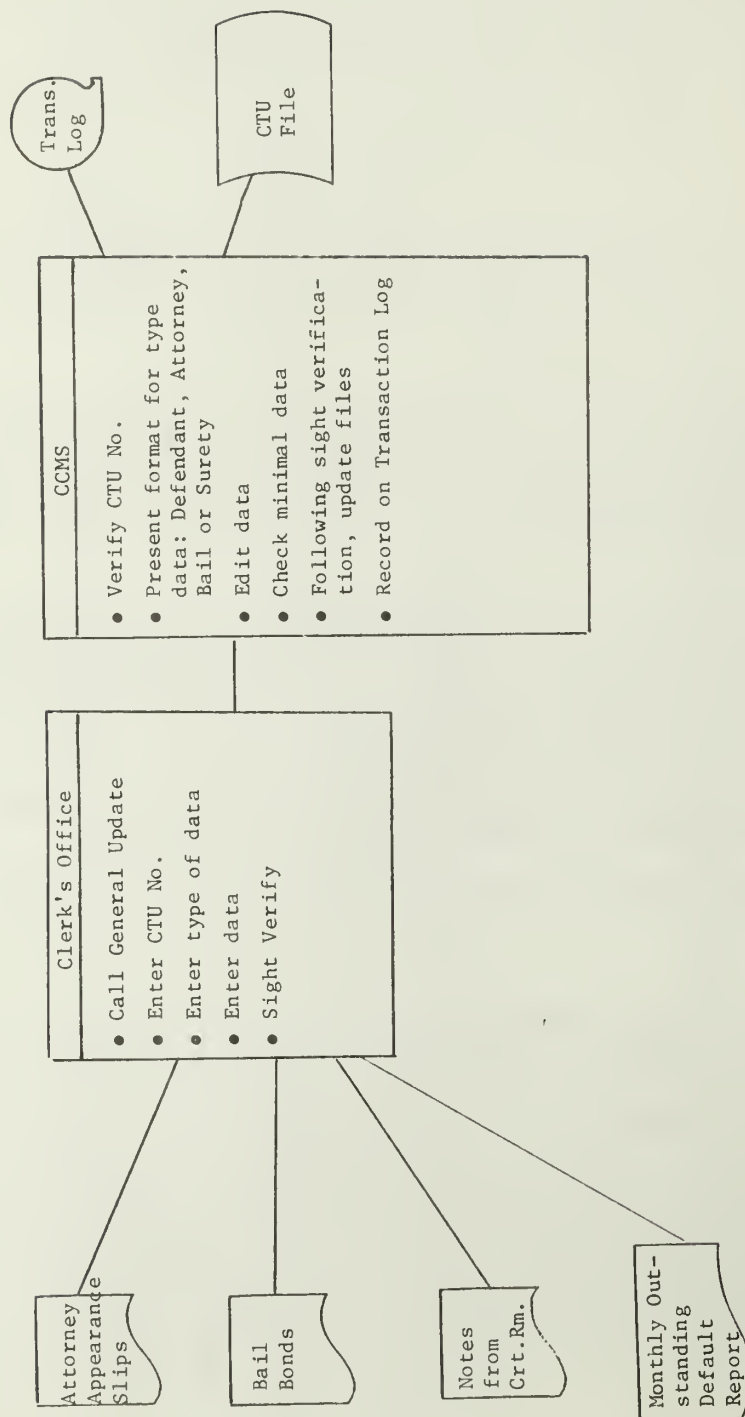
Following the verification of the CTU number, the CCMS shall present a format on the terminal screen containing the defendant's name, those indictments or appeals in which there has been a finding or plea of guilty, and space for the sentence or probation. The operator will enter the data for each such indictment or appeal. In addition to verifying each data element according to the specification on the Data Element Definition Form, the following logical checks shall be necessary:

- All mandatory data shall be supplied.
- Before a case can be coded "complete", there shall be a valid sentence code for each guilty indictment or appeal.
- If a probation condition is indicated, a probation period shall be specified.
- This subsystem shall be executed in conjunction with the Court Appearance Subsystem and shall result in a Court Appearance Segment and a Scheduled Event Segment being added to the data base. An entry in the literal Segment may also result.
- The date of the Court Appearance Segment, the Scheduled Event Segment, the Literal Segment, (if any), and the Defendant Activity Segment, (if any), shall be the same and that date shall be automatically entered in all these segments from a single entry.
- The date of the Court Appearance shall also be used in each I/A Segment for which a sentence is entered.

#### 3.2.1.8 General Update Subsystem (Figures 3.2.1.8 A and B)

##### Inputs

The General Update Subsystem shall update or add data to various portions of the data base including Defendant, Defendant Activity, Attorney Activity, Literal Segments and Support Files for all of the segments. No changes (i.e., alterations of existing data) shall be allowed; only the addition of data is permissible. However, maintenance changes (such as updated addresses, telephone numbers, etc.) may be made to the Attorney, Prosecutor, Bondsman/Surety, and the Municipal Police Files. Information for such updates will come from many sources; attorney appearance slips, bail bonds or other surety posted, district attorneys notification of pending response about civil suits, default reports, or notes from the courtroom.



General Update Subsystem

Figure 3.2.1.8 A

# GENERAL UPDATE SUBSYSTEM

<u>CTU Segment</u>	(M)
Date and Time of Update	M UPDATE
Other CTU Number from Severance or Joinder	OCTU
<u>Defendant Segment</u>	
Alias(es)	ALIAS
Insitution Code	DINST
Address(es)	DEFADD
Phone Number	DEFONE
Date of Birth	DOB
Social Security No.	SSNO
State I.D. No.	SIN
Language Code	DLANG
Indigency	INDG
Date of Arrest	DATSTOP
<u>I/A Segment</u>	
Bail Amount	BALAMT
Bail Code	BALCD
<u>Defendant Activity Segment</u>	
Date of Activity	M DFDAT
Activity Code	M DEFAC
Note	C ACTNOT
Date Civil Suit Begun	M DTCVBE
Date Civil Suit Ended	M DTCVEN
<u>Literal Entry Segment</u>	
Date of Record	M LITDAT
Block Count	M BLKCNT
Literal Blocks	M LITBLK
<u>Attorney Activity Segment</u>	
Attorney Name	M ATYNAM
Attorney Number	M ATYNO
Attorney Activity	M ATYACT
Attorney Code	M ATYCD
Date of Activity	M DATATY

## OTHER FILES REFERENCED

### Attorney File Record

Name	ATYNAM
Attorney Number	ATYNO
Firm	ATYFIRM
Address	ATYADD
Phone	ATYPHON

### Bondsman/Surety File Record

Name	SRTNAM
Surety No.	SRTYNO
Ins. Co. Code	SRTYCO
Add	SRTADD
Phone	SRTFON

### Prosecutor File Record

Name	PROSNAM
Attorney Number	PROSNO
Affiliation	PROSAFL

### Municipal Police File Record

Address	MUADD
Phone	MUPHO

Figure 3.2.1.8 B

### Outputs

The General Update Subsystem shall result in addition to the Defendant Segment (i.e., data can be added to any defendant segment which has already been initiated).

It shall also result in additional Defendant Activity, Attorney Activity, or Literal Entry Segments as well as new references (or new entries) to the Attorney and Bondsman/Surety Files.

All data entered shall be recorded on the Transaction Log.

### Processing

The General Update Subsystem shall validate the CTU number using the check digit and verify that the number is an active case. For further verification that the proper CTU is being updated, the defendants' name(s) and offenses (or a synopsis) shall be displayed on the screen. When the operator is satisfied, a list of possible actions shall be presented, such as "Update Defendant Segment", "Attorney Activity", or "Defendant Activity". The operator will select one action and begin. Following the first update, the CCMS shall again present the list of possible actions so that the operator may select another option for that CTU or continue to another CTU. All data shall be checked according to the specifications on the data element definitions. In addition the following logical checking shall be necessary:

- Update to Defendant's Segments

A defendant's name shall only be entered by the Initial Entry Subsystem. Additional data such as alias, address, or identification data may be entered using the General Update Subsystem.

- Attorney Activity

When an attorney-of-record changes, one or more Attorney Activity Segments shall be created to record the event. For example, if Attorney X withdraws from a case and is replaced by Attorney Y there will be one segment to reflect the withdrawal and another to reflect the appearance.

In addition, a record in the Attorney File shall be referenced for the attorney of record. Such a record shall contain his full name, his firm name, address and phone. (Where it may then be referenced by several CTU's.) If no such record exists one shall be created at this time.

Temporary attorneys shall also be recorded. When an attorney appears on behalf of a defendant for one date only, the name of the attorney of record, if one exists, shall not be changed and the temporary attorney shall not become the attorney-of-record.

- Defendant Activity

A defendant activity such as increase in bail, decrease in bail, default, dates indicating a civil suit against bail-bondsman as a result of a default, sent to a mental hospital, sent for drug treatment, or returned from these agencies, shall be recorded as a Defendant Activity Segment, thereby maintaining a history of such activities. The note field in that segment shall be used for institution codes if commitment is indicated, or for the amount of surety if bail activity is indicated.

If the activity code indicates that bail has changed, the CCMS shall present a list of the I/A's with the bail amount and codes for each. The operator will then enter the new bail amount, which shall be recorded in the I/A Segment.

- Bondsman/Surety File Reference

If a defendant has obtained a bondsman, changed bondsmen or obtained other surety, reference shall be made from the Defendant Segment to a record in the Bondsman/Surety file. A new record shall be created in the file if none exists for that bondsman. Only professional bondsmen will be numbered.

- Literal Entry

Literal Entries will be necessary to record the content of motions or other papers not filed during a court appearance. The entry shall be checked to see that a date and some text had been entered. Since the remainder of the entry is literal text, only sight verification of it will be possible. However, the CCMS software shall be responsible for determining the number of data blocks utilized by the variable length statement, and recording it in the "block count" field.

- Any update to any part of a CTU record shall require that the "Date and Time of Update" field in the CTU Segment be automatically updated.



### 3.2.1.9 Error Correction Subsystem (Figure 3.2.1.9 A)

#### Inputs

In addition to general CTU updates which add information to the data base, there is a requirement to occasionally change data. Examples include spelling corrections, changing an address, or correcting an erroneously entered date. Such actions, because of their sensitive nature, shall be permitted from only one terminal per court location and shall be under stringent controls. It is expected that this terminal will require dual authority for its use in correcting errors. Devices such as badge readers and/or software security measures including passwords may be employed to achieve this security. From this special terminal, a supervisor shall be able to alter (add, delete, change) any part of the CTU data base other than the CTU number itself.

#### Outputs

The outputs of the error correction shall be changes to any data element and/or segment in the data base. A record of all changes, including both the original version and the final version of the affected segment, shall be recorded on the Transaction Log.

#### Processing

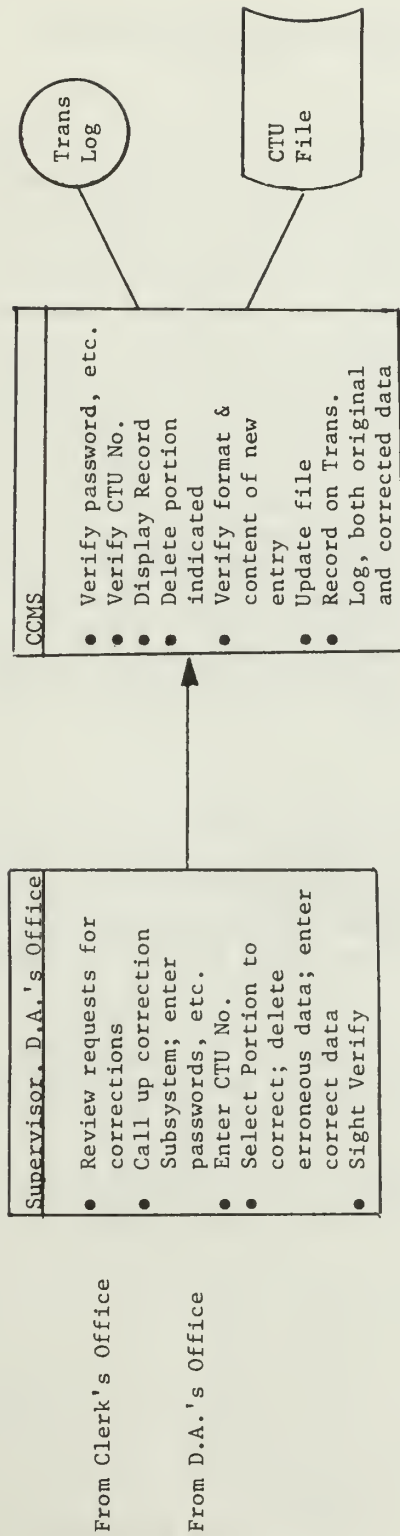
To change an entry in an existing segment or to delete the segment altogether, the CCMS shall retrieve the requested record and present it on the terminal. The operator will then correct the erroneous entry. The CCMS shall record both the original and corrected record segment on the Transaction Log.

If an entire segment is to be added, the operator will request the format for that segment, and enter the data. Data editing specified in the data element definitions shall be performed.

If the segment is to be deleted, the operator will so indicate. The CCMS shall record the original segment and the fact that it has been deleted on the Transaction Log. Any dependent segments shall also be deleted and recorded on the Log.

Any change to any part of a CTU record shall automatically update the "Date and Time Update" field in the CTU segment.





Error Correction Subsystem

Figure 3.2.1.9 A

### 3.2.1.10 Conversion Subsystem (Figure 3.2.1.10 A and B)

#### Inputs

Whenever the CCMS is introduced into a new TAC, all cases already in progress, but not completed (i.e., disposed) will have to be converted from the existing manual dockets and case papers to a CCMS record. Using the existing docket and case papers, an operator will prepare a "case conversion" data entry form\*. When all required data items on the form have been completed, the operator will call up the Conversion Subsystem of the CCMS. First, the operator will request and shall be provided with the next available self-checking CTU number. The software shall then provide input format(s) on the terminal screen into which the operator will enter data from the case conversion form. After sight verification, the operator will signal that the entry is complete. All edit and verification shall be performed and any error messages returned so that the operator can immediately correct the erroneous data. When no further errors are detected, the data shall be entered into the CCMS on-line data base and the Transaction Log. After the Conversion Subsystem has completed its entry, any additional CTU data shall be entered using the other CCMS on-line subsystems.

#### Outputs

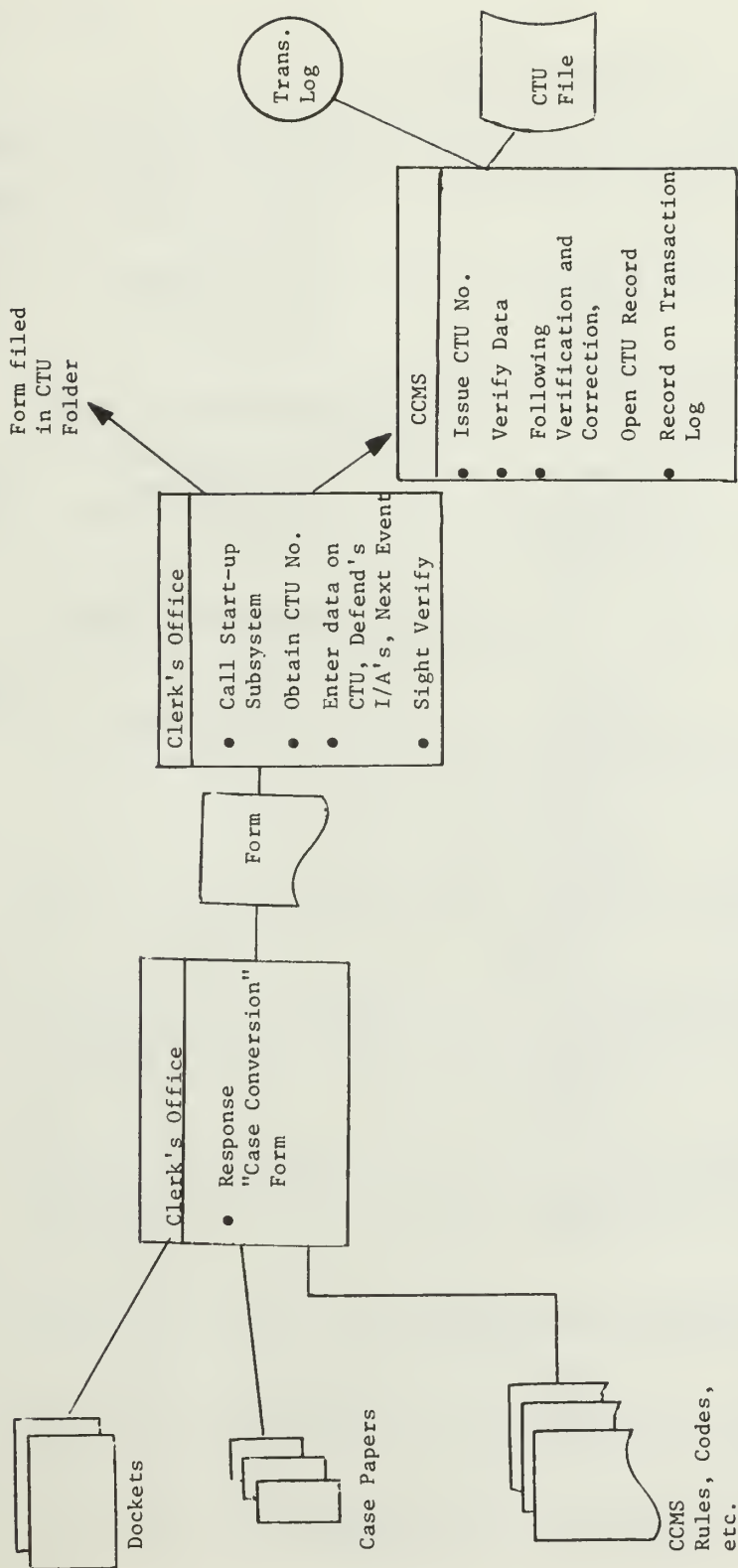
The primary output of the Conversion Subsystem shall be a CTU record in the CCMS data base. Specifically, it shall result in a CTU Segment, at least one Defendant Segment, at least one I/A Segment, and a Scheduled Event Segment unless the case has been suspended. Defendant Activity and Attorney Activity Segments may also result.

Entries and/or references to records in the Attorney, Prosecutor, and Bondsmen files may result from the Conversion Subsystem.

Each entry shall also be recorded on the Transaction Log.

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\*This form shall be designed by the vendor and approved by the court.



Conversion Subsystem

Figure 3.2.1.10 A

# CONVERSION SUBSYSTEM

<u>CTU Record Segment</u>		(M)	<u>Scheduled Event Record Segment</u> (C)	
CTU No.	M	CTU	Date of Scheduling	C SCDATE
Court No.	M	CTNO	Next Event Date	M NXTDAT
Date Initiated	M	INDATE	Next Event	M NXTEVNT
Completion Date		CMFDAT	Time Scheduled	M TIMSCD
CTU No. from			Session Scheduled	M SCDSSN
Severance or Joinder	C	OCTU	Room Number	C ROMNO
<u>Defendant Record Segment(s)</u>		(M)	<u>Court Appearance Segment</u> (C)	
Name	M	DEFNAM	Date of Appearance	M APRDAT
Alias(es)	M	ALIAS	Original Event	C OREVNT
Institution Code	C	DINST	Result of Appearance	M APRSLT
Address(es)	M	DEFADD	Reason	M REASON
Phone	C	DEFONE		
<u>I/A Record Segment</u>		(M)	<u>Literal Record Segment</u> (C)	
I/A No.	M	IANO	Date	M LITDAT
I/A Date	M	IADATE	Block Count	M BLKCNT
I/A Statute	M	IASTAT	Literal Data Blocks	M LITBLK
Offense Literal	M	OFFLIT		
Bail (Current)	M	BALAMT		
Bail Code (Current)	M	BALCD		
Arraignment Plea	C	ARRPLE		
Arraignment Date	C	ARRDAT		
Adjudication Code	C	ADJCOD		
Adjudication Date	C	ADJDAT		
Sentence Date	C	SENTDAT		
Imprisonment Period	C	PRESNTIM		
Imprisonment Condition	C	PRSNCOND		
Imprisonment Institution	C	PRSN		
Fine/Cost Amount	C	FINAMT		
Fine/Cost Condition	C	FINCOND		
Other Sentences	C	OTHER		
Probation Period	C	PRBTIM		
<u>Defendant Activity Record Segment</u>		(C)		
Date of Activity	M	DFDATE		
Activity Code	M	DEFACT		
Note	C	ACTNOT		
<u>Attorney Activity Record Segment</u>		(C)		
Name	C	ATYNAM		
Attorney Number	C	ATYNO		
Attorney Activity	M	ATYACT		
Attorney Code	M	ATYCD		
Date of Attorney Activity	M	DATATY		

Figure 3.2.1.10 B

## Processing

After issuing a valid CTU number, the Conversion Subsystem shall provide input format(s) on the terminal screen. The CCMS shall validate each data element shown in Figure 3.2.1.10 A as specified in the data element definition. In addition, the CCMS shall verify the following:

- All mandatory data for the Conversion Subsystem shall be supplied.
- Data on at least one defendant shall be necessary, for a CTU, and for each defendant at least one indictment or appeal shall be necessary.
- If the defendant is currently in an institution, an institution code shall be entered in the Defendant Segment.
- The current bail will be entered for each I/A and the system shall then enter the total for each defendant in a Defendant Activity Segment.
- An Attorney Activity Segment shall be created if there is an attorney-of-record in the case or if the defendant has waived his right to an attorney.
- Information on the next scheduled court appearance shall be recorded in a Scheduled Event Segment, unless the case has been suspended.
- A case shall not be scheduled for trial assignment or plea without both a prosecutor and an attorney (unless the defendant has waived his right to counsel), or without an arraignment plea for each indictment.
- When a case has been suspended, both a Court Appearance Segment and a Defendant Activity Segment (to record the defendant's name and the type of suspension) shall be created.
- Depending on how far the case had progressed, certain additional data shall be required.
  - a. Both arraignment pleas and dates shall be entered for each I/A for which such a plea had been recorded.
  - b. Both disposition code and date shall be entered for each I/A for which a disposition had been achieved.

- c. The sentence code, date, period, amount, institution, and conditions, shall be entered for an I/A in which there is a disposition code indicating a finding or plea of guilty. Sentencing data shall not be entered for any other I/A's.
- A completion code and date shall not be entered in the CTU Segment unless a disposition exists for each I/A, and valid sentence data has been entered for each I/A for which there was a finding or plea of guilty.
- The Conversion System itself shall, upon completion, create a Literal Segment stating "This CTU was converted from manual case records on (current date)".
- The opportunity to enter additional literal data shall be afforded to the operator. The CCMS itself must keep track of the number of data blocks used to record each literal entry and enter this in its "block count" field.

### 3.2.2 Query Subsystems

One of the major attributes of the CCMS system is the establishment of a single, unified, comprehensive and up-to-date source of data for each TAC. For the CCMS to be successful, this data base must be readily accessible to all qualified court personnel. The following section will specify the types of on-line queries necessary to operate the CCMS. Figure 3.2.2 summarizes the major on-line query types, the different types of responses, the sources of data and any special conditions for each. All queries shall be recorded on the Transaction Log, and all responses shall be in a form intelligible to an observer unfamiliar with the CCMS. All responses to CTU or Name queries must also display the date and time of the last update so that the viewer can determine how up-to-date the record is.

No queries shall be possible against the data for MAC's. In all types of queries an authorized operator will actually key in the query. Court personnel untrained in the operation of the CCMS and the general public will fill out an unsigned request form to make such queries.

All queries shall follow basically the same sequence:

- An operator will dial-up or otherwise connect to the Judicial Data Processing Center. Using an identification code, a password or electro-mechanical device, the operator will be identified.



Type of Query	Response Type	Additional Description	Data Source		Notes
			Files	Segments	
CTU	Synopsis	County where query originated	CTU Prosecutor Attorney	CTU, Defendant, I/A	
CTU	Recent & Next Event	Same	CTU	CTU, Court Appearance, Literal, Next Sched. Event	
CTU	Case Chronology	Same	CTU	CTU, Court Appearance, Literal, Scheduled Event, Defendant Activity, Attorney Activity	
CTU	Docket-to-Date	Same	CTU Prosecutor	All Segments	To be printed on Medium Speed Production Printer
Name	Defendant	County where Query Originated	CTU Bondsman Attorney	Defendant CTU Defendant Activity, I/A, Next Scheduled Event	
Name	Witness	County where Query Originated	CTU	CTU, Witness, Next Scheduled Event	Available only to D.A.'s Terminal
Name	Attorney	Attorney No; (optional) County where Query Originated	Attorney CTU	Defendant, CTU, Next Scheduled Event	
Name	Prosecutor	Attorney No; (optional) County where Query Originated	Prosecutor CTU	CTU, Next Scheduled Event	
Name	Bondsman	Ident. No; (optional) County where Query Originated	Bondsman CTU	CTU, Defendant, Defendant Activity Next Scheduled Event	
Calendar	Summary	County and Court where Query Originated	CTU	Next Scheduled Event	
Calendar	Abbreviated Calendar	Same as above	CTU Attorney	Next Scheduled Events, CTU, Defendant, I/A	
Calendar	Complete	Same as above	CTU Attorney Prosecutor Bondsman	Next Scheduled Event, CTU, Defendant, I/A	To be printed on Medium Speed Production Printer
Calendar	Weekly Tabulation	CTU	CTU	Next Scheduled Events, Court Appearance	
Conflict	Scheduled Event	CTU Number	CTU Attorney Prosecutor Bondsman	CTU, Next Scheduled Event, Defendant, Witness	Must be Available On-Line

CCMS Queries  
Figure 3.2.2

- The operator will indicate that a query is to be entered, and the type of query (e.g., CTU, Name, Calendar, or Conflict).
- The CCMS shall respond by presenting the format on the terminal screen for that type of query.
- The operator will enter the query parameters and indicate the type of response desired.
- After editing the query data and indicating any errors, the CCMS shall attempt to respond to the query. If additional information is needed, the CCMS shall so indicate. (see below)
- While processing the query, the CCMS shall provide some visual indication on the terminal that work is progressing.

### 3.2.2.1 CTU Query Subsystem

#### 3.2.2.1.1 Inputs

This section specifies several on-line queries by CTU number. If the court personnel at a TAC desire information on a specific CTU, they will key in the CTU number with a brief query message and shall receive immediate response on the terminal. If a printed copy is desired, it shall be available from the associated terminal printer. Members of the public requesting information about a CTU should fill out an unsigned request form which will be used by an authorized operator to key in the query. (The public will not have direct access to the CCMS terminal.) CTU query functions shall be intercourt and inter-county.

Data to respond to a CTU query shall be found in the on-line CTU data base. Four different types of CTU query responses shall be available. When making a CTU query via the terminal, the operator will specify the CTU number and the type of response desired.

#### 3.2.2.1.2 CTU Synopsis Output

This CTU synopsis query shall provide for active cases only, a summary of the defendant(s) and offense(s) contained in the specified CTU. Data to be reported shall include address(es), I/A number(s), I/A description(s), date(s) of initiation, arraignment plea(s) and disposition(s) if available. In the event of a response too lengthy for the capacity of the terminal screen, a multiple page response shall be used. If this occurs, it is desirable that the page break be coincident with information for the next defendant.

#### 3.2.2.1.3 CTU Recent & Next Events Output

The second response to a CTU query shall display the results of the last three court appearances along with any associated literal entries. An essential part of this response shall be the next scheduled event information. This brief response may satisfy a large percentage of the inquiries where it is desired only to review recent case history or to learn the next event.

#### 3.2.2.1.4 CTU Chronology Output

A third, somewhat more lengthy, response to a CTU query shall present a complete chronological history of the CTU. All court appearance, literal entry, scheduled event, attorney activity and defendant activity segments shall be interpreted and displayed in chronological order. Such a response can be extremely lengthy and may have to be presented in several increments. When this occurs, it is desirable that the page break be coincident with the end of one date's events.

#### 3.2.2.1.5 CTU Docket-to-Date Output

The fourth CTU query response shall be a complete docket to date. Figure 3.2.5.11 is a docket for a completed CTU. At any time during the processing of that case a "docket-to-date" can be requested using this CTU query. The format of the response will be similar to that shown in Figure 3.2.5.11 but shall contain only data that is available at the time of the query. Because the terminal screen will probably not be of sufficient size for this type of response and because the processing time required may be relatively extensive, the response to this type of query shall be on the TAC's medium speed production printer. It is not expected that such a query will be executed immediately but that it shall be stored and executed when background memory becomes available. The results shall then be stored for transmission to the TAC when the medium speed printer becomes available.

Two problems may occur in using the production printer at the requesting TAC. First, it may be occupied printing production reports when the response is ready and, secondly, it may have the wrong forms mounted. The response to the query shall, therefore, be stored at the central computer until it can be transmitted with the assurance that it will not jeopardize work in progress and that the proper forms will be mounted.

#### 3.2.2.1.6. CTU Query Processing

The CCMS shall receive and edit the CTU query. The CTU number shall be verified using the built-in check digit and by determining that the CTU is active. The remainder of the query format shall be verified and the terminal operator notified of any errors which are detected. Once the query had been accepted, the appropriate data segments shall be assembled and interpreted for response to the inquiring terminal (except for the docket-to-date). Since it may take some time to assemble all elements of the response, a message shall be sent to the terminal indicating that the query is being processed. In cases where more than one CRT page is required to display the complete response, the CCMS shall indicate the number of pages and provide some convenient means for advancing through pages. Figure 3.2.2 shows the data segments which shall be assembled to produce each of the desired responses to a CTU query. All query data, including the originating terminal and operator shall be recorded on the Transaction Log.

#### 3.2.2.2 Name Query Subsystem

##### 3.2.2.2.1 Inputs

Numerous queries will be necessary concerning the participation or scheduling of individuals who are defendants, attorneys, bondsmen, or prosecutors for CTU's. When such an inquiry originates within a TAC, an authorized operator will key-in the correctly formatted query on the video terminal. Any inquiries from persons not employed by the court will be submitted on inquiry forms to be processed by an operator.

The basic input for a name query shall consist of the name and the role (i.e., defendant). However, inputs for the five different types of name queries vary slightly. For defendant and witness queries only the name shall be required. For attorney, prosecutor, and bondsmen queries, the name plus a personal identification number (e.g., attorney number) is desired, but queries on either shall be processed. Because of the possibility of more than one valid response to a name query (when an identifying number is not associated with the name), the computer shall respond with a listing of all valid responses including the additional identifying data described below. From this list the originator of the query must select one individual and proceed with the query.

With the exception of witness queries, query responses shall cover the entire Superior Court System. A greater restriction is placed on a witness query, which shall be processed only from the



District Attorney's terminal, and is limited to cases originating in that county.

Data to respond to the different name queries shall be found in the on-line CTU file (defendant and witness data), the Attorney file, the Prosecutor file, and the Bondsman file.

#### 3.2.2.2.2. Name Query Outputs

The response for the defendant query shall display his address, total bail, attorney name, bondsmen (if any), institution (if incarcerated or hospitalized), the CTU's in which he is a defendant, the offenses with which he is charged, and the next event for each CTU.

The response to a witness query shall display his address and phone number, institution if he is in custody, the CTU's in which he is a witness, and the next event information for each CTU. Witness names which are withheld from the system are not in the data base, and, therefore, cannot be retrieved by a query.

The response to an attorney query shall display his address, phone, firm and, for each CTU, the names of the defendants he represents, the CTU numbers and the next event (including the court).

The response to a prosecutor query shall show his affiliation, identify all CTU's in which he is listed as prosecutor-of-record, and the next event (including the court) for each CTU.

The response to a bondsman name query shall include his address, phone and firm; the defendants for whom he had pledged bonds, the defendants' CTU numbers and the next event (including the court) for each. Any defaults shall be identified.

#### 3.2.2.2.3 Name Query Processing

The CCMS shall first edit the query format and notify the operator of any errors.

For a defendant query, the operator will enter the last name with first initial and the role. Before the query can be answered it may be necessary to identify more explicitly the individual about whom the query is made. If more than one defendant's name satisfies the inquiry, the CCMS shall list all such defendants and additional identifying information, including full name, ID number, home address, CTU number and offenses. From this list the operator will

select one and proceed with the query. Figure 3.2.2 identifies data segments to be assembled to provide each response.

The procedure for processing a witness inquiry is basically the same as that described above. However, such an inquiry shall be allowed only from the District Attorney's terminal and only for cases originating in the county from which the query is made. Figure 3.2.2 indicates the data segments to be assembled in order to respond to this query.

The attorney, prosecutor, and bondsmen queries shall be processed using the last name, first initial, role, and an identification number (if available). After verifying the query format, a search shall be conducted of the appropriate file (i.e., the attorney file, prosecutor file, or bondsmen file). If the combination name and identifying number are found in the file, the response to the query shall be formatted. In cases where numerous CTU's are to be reported for one individual, they shall be sequenced chronologically.

If the combination name and identifying number are not found in the file, the CCMS shall present to the operator the name, if any, that is associated in the file with the specified number. If this is not satisfactory, a list of persons with the same role (e.g., attorney) and the same names but with different numbers shall be displayed. In both of the above cases additional descriptive information, such as address, shall accompany the name. From this list the operator will select one name and continue the query. All query data, including the originating terminal and operator, shall be recorded on the Transaction log.

### 3.2.2.3 Calendar Query Subsystem

#### 3.2.2.3.1 Inputs

Frequently court personnel need to know what is scheduled on some specific future date or week. Four different responses to date queries shall be necessary to provide the users with adequate information. Date queries must indicate the type of responses desired and the future date or time period. The CCMS shall edit the query format and inform the operator of any errors. Queries shall be allowed for immediately previous (e.g., within a few days), current and future dates.

Depending upon the software design selected, the system may not have the capability to determine the day of the week. For the Weekly Calendar Tabulation, the system shall print the day requested and the subsequent six days. Consequently, the operator should enter the Monday date for the particular week desired.

Data to respond to the calendar query shall be found in the Next Event Segment of the CTU file.

#### 3.2.2.3.2 Summary Calendar Output

A "Summary Response" to a date query shall contain the total number of CTU's scheduled on the specified date, sorted primarily by session and secondarily by scheduled event (Arraignment, Trial Assignment, etc.).

#### 3.2.2.3.3 Abbreviated Calendar Output

A second type of response to a date query shall be an "Abbreviated Calendar." This response shall be sorted primarily by time of scheduled court appearance and secondarily (i.e., within time), by type of court appearance. See Section 3.2.3.1 Daily Court Calendar. Data to be displayed shall include CTU number, defendant name(s), offense(s), attorney name(s), and estimated time. I/A numbers, statutes, and prosecutor names need not appear. Such a response will undoubtedly require multiple CRT pages. Page numbers and the total number of such pages shall be indicated, and means to facilitate advancing the pages shall be provided.

#### 3.2.2.3.4 Complete Calendar Output

A third type of response to a date inquiry shall be a complete future calendar similar to that specified in Section 3.2.3.1. As this calendar will require more space than is available on the CRT screen, the response shall be returned via the medium speed production printer as it becomes available. It is anticipated that this type of query may be used to request several days (e.g., one week's) calendars in advance. Since the output from this type of a request shall be delivered via the medium speed production printer, controls regarding printer availability and proper paper being mounted shall be observed. See Section 3.2.2.1.5 for a description.

#### 3.2.2.3.5 Weekly Calendar Tabulation Output

A fourth type of response shall be a calendar for the week by court by session. This calendar will indicate the number of events scheduled for each day of the week sorted primarily by session and secondarily by the type of event scheduled. The events tabulated on



the calendar shall be trial assignments, trials, hearings, pleas, sentencing, and others, which shall include events requiring short time periods such as conferences and arraignments. The format shall be similar to the Monthly Calendar Tabulation Report (Figure 3.2.6.10), except it will display only one week per query, and shall show the tabulations by session.

The query will be useful to judges and other court personnel for scheduling purposes; enabling them to plan feasible workloads for each day.

#### 3.2.2.3.6 Processing of Calendar Queries

The information to be reported on all of the date queries shall be based on all scheduled court events for a specified future date or week; the data elements required for each of the responses shall be found in the Next Event Segment as shown in Figure 3.2.2. The processing restrictions caused by printer availability on the production of a complete future calendar on the medium speed printer shall be the same as those for the CTU docket-to-date. (See Section 3.2.2.1.5). All query data, including the originating operator and terminal, shall be recorded on the Transaction Log.

#### 3.2.2.4 Scheduled Event Conflict Query

##### 3.2.2.4.1 Scheduled Event Conflict Inputs

A major feature of the CCMS will be the capability to query in real time for participants' schedule conflicts. This capability will be heavily used to facilitate scheduling decisions by the judge in the courtroom. Because of its potentially high overhead, it is essential that bidders address this function and develop a system which minimizes its costs, yet maximizes its capability.

Court personnel, particularly judges, frequently need to know whether there will be a potential calendar conflict among case participants when scheduling an event for a future date. This query can be used to determine potential conflicts for known witnesses, defendants, prosecutors, and attorneys throughout the court system. All conflicts for each case participant must be displayed so that the judge can evaluate their significance.

To use the query, the judge or other operator enters the CTU number and one or several dates in question (i.e., 72-7-65281, 12/3/75, 12/4/75, 12/5/75, 12/11/75, 12/16/75, 1/4/76). The names of participants need not be entered, as they will be referenced from the CTU number.

#### 3.2.2.4.2 Scheduled Event Conflict Outputs

For each date entered, the response shall indicate all potential conflicts among the participants. Included shall be, for each conflict, the participant's name, his role in the conflicting event, the county, location, type of event, scheduled time and the estimated time to complete (if given). All queries shall be recorded on the Transaction Log.

#### 3.2.2.4.3 Scheduled Event Conflict Processing

The CCMS shall receive the query and edit the CTU number and dates for format and use of the built-in CTU check digit. The information to be reported shall be derived from all persons associated with the active CTU's. All conflicting events for a particular date must be cited. Furthermore, the query must be inter-court and inter-county.

Scheduling will be done while all participants are in the courtroom. Because of its importance to the courtroom activity, this query may preempt other operations.

It is the responsibility of the vendor to develop file and indexing systems capable of performing this query in the specified time. A possible approach is the maintenance of an abbreviated index by date and CTU participant. The same index structure could potentially be used to facilitate generation of some of the statistical reports. The response time must meet the requirements established in Volume I of this specification.

#### 3.2.3 Daily Document Subsystems

Most of the daily output documents described in the following sections support the day-to-day operations of the TAC's. Only scheduled output documents are described below. Other documents may be requested daily on a demand basis. (See Section 3.2.2 or 3.2.6). The reports described below shall be batch applications which are produced on the central computer and printed on the remote court's medium speed production printer.

Data for the daily documents shall be prepared in batch mode in a background partition while on-line data entry and queries are processed in foreground. After the Judicial Data Processing Center has completed the reports, the courts shall be notified that they are compiled and ready to be transmitted. Printing the documents at the individual TAC's shall be accomplished when the TAC indicates its readiness to receive them (i.e., the proper forms have been loaded and registered).

In each of the following sections the processing required for one output document is described. The outputs are usually represented by a sample of the document, and the inputs consist of the CCMS data base and certain control data.

The figures are grouped at the end of this section and are illustrative; minor changes are acceptable (e.g., changing titles, spacing, abbreviations). To this end the use of higher level languages, subroutines and other programming aids shall be required. (See Section 3.2.9)

Figure 3.2.3. relates the data elements in the CCMS data base to each of the output reports. It should be noted that three columns have been allocated to each output report, and that a data element may be checked in any of the three columns. A check in the first column indicates that the data element is one of the selection criteria for producing that report. The second column check indicates the element is reported as found in the data base; and a check in the third column indicates that the element is used to compute a result which is then reported (e.g., items are summed or counted and the results printed in the report).

#### 3.2.3.1 Daily Calendar

The daily calendar(s) shall be produced each afternoon at every TAC and shall contain a listing of all cases scheduled to appear in each session of that court on the next working date. (See Figure 3.2.3.1) The document will be used in the late afternoon by the Clerk's Office, District Attorney's Office and the Probation Office to assemble folders for the next working day's activities. The next work date will be supplied as a parameter to the CCMS for each TAC. Copies of the calendar will also be reproduced and made available to the public. The report shall be printed on paper as specified in CCMS-2 (the computer equipment and communications specification), on the medium speed production printer at each TAC. No special form will be utilized.

The cases to appear on the calendar for the first session (assignment session) shall be selected by the date of next scheduled court appearance, and shall be sequenced by scheduled







Calendar	Custody List	Conflict	Overdue	Index Cards	Input Forms	Notices	Probation Report	Alert List	Incarceration Inventory List
S R C	S R C	S R C	S R C	S R C	S R C	S R C	S R C	S R C	S R C
X		X				X		X	
X		X				X		X	
		X				X			
		X							
X		X						X	
X		X						X	
						X			
						X			
						X			

Link to Attorney File  
 Attorney Name  
 Attorney Number  
 Firm  
 Address  
 Phone

Link to Prosecutor File  
 Prosecutor Name  
 Prosecutor Number  
 Affiliation

Link to Bondsman/  
 Surety File  
 Name  
 Number  
 Firm  
 Address  
 Phone

Figure 3.2.3 (con't)

time and, within time by type of assignment, including arraignments, hearings, conferences, pleas, sentencing and trials.

The calendar for other than the first session will differ in two major respects. First, all cases scheduled to appear in that session for that date or remaining imcompleted from any earlier date shall be shown. (If the Next Event Segment contains any event scheduled in that session for that calendar date, or any earlier date, it shall be listed.) Secondly, the calendars for other than the first session shall be sequenced by appearance code, and within a code, by date and time, earliest first. The format of the data to be presented shall be similar to the first session calendar (presented in Figure 3.2.2.1) with the addition of the "schedule date".

It should be noted that the same calendar format shall be used, with slight modifications, in a number of other reports, including a month-end listing of outstanding cases, prosecutor assignment, and MDC attorney assignment reports, and a daily calendar for query response.

#### 3.2.3.2 Custody List

The custody report shall list all incarcerated individuals required in the court on the following day as either defendants or as witnesses. (See Figure 3.2.3.2) The report will be used by court officials, jailers, and sheriff's deputies. This report shall also be printed in the late afternoon at each TAC on paper as specified in CCMS-2 (the computer equipment and communications specification), and no special form will be utilized.

Incarcerated defendants or witnesses associated with CTU's scheduled for appearance on the calendar date shall be listed. The report shall be sequenced by scheduled time of court appearance and within time by institution.

#### 3.2.3.3 Conflict and Telephone List

The conflict list shall report any individuals scheduled for appearance in the TAC who have an apparent conflict of appearances (e.g., two appearances scheduled for the same day). (See Figure 3.2.3.3) This report should be produced prior to sending out final notices so that, wherever possible, conflicts or potential conflicts can be resolved before notices are actually sent. The names of all participants in the cases scheduled for that day shall be checked for conflicts both in the originating TAC and any other TAC.



Secondly, those CTU's having witness names withheld for which court appearances have been scheduled, shall be listed for the same date. The time, session, and location of the event and the last names of any witnesses who are in the system (and will be automatically notified) shall be listed.

Finally, the names, addresses, and phone numbers of any participants in CTU's for whom notices had already been sent, but whose court appearances have subsequently been rescheduled, or who must be notified of an appearance within 5 days shall be listed. Such persons will be contacted by phone instead of by a mailed notice.

The TAC has the responsibility to request this report for every work day, and should establish a procedure for requesting the report for a standard number of days ahead of the specific date. A parameter will be provided to the CCMS for each TAC identifying the future date for which the conflict list is required.

This report shall be produced daily in each TAC on paper as specified in CCMS-2 (the computer equipment and communications specification) (no special form) and will be forwarded to the District Attorney's Office. His staff should resolve potential conflicts, notify any witnesses whose names were withheld, and telephone any recently rescheduled case participants.

#### 3.2.3.4 Overdue Data Report

Late in the afternoon of each working day a report shall be produced for each TAC indicating any events which were scheduled in the first session for that date or any earlier date for which CCMS updates have not been received. Such a report will be used as a management control mechanism to insure that every CTU record in the CCMS is up-to-date at all times. The overdue data report shall be produced on paper as specified in CCMS-2 (the computer equipment and communications specification), and no special form will be utilized.

The selection criteria for this report shall be CTU's scheduled in the first session on a date equal to or older than the current date, and for which no CCMS update has been received. The report shall be sequenced by date of last scheduled court appearance, oldest first. (Figure 3.2.3.4)

#### 3.2.3.5 Index Cards

In order to provide TAC personnel with the ability to cross-reference defendant name to indictment number and to CTU number,

three types of 5"x3" index cards shall be produced by the CCMS. (See Figure 3.2.3.5) One index card shall be produced for each I/A, one for each defendant, and one for the CTU. These cards will be useful during the time the CTU is active in the CCMS data base as well as after completion when the only records will be the printed docket sheet and the CTU folder. Index cards shall be produced daily (or as requested) and printed on special card stock at each TAC. Some TAC's will require more than one copy of each different card type (i.e., more than one set of cards will be printed).

Index cards shall be printed for all new CTU's as identified by the date of initiation. Subsequent additions of defendants and/or indictments or appeals to a CTU or the joining or severing of defendants shall require that all cards for the CTU be reissued. When printing new cards for either severed or joined defendants, the previous CTU number will also be printed.

#### 3.2.3.6 Data Input Forms

Special data input forms shall be preprinted by the computer to aid the Assistant Clerk in the courtroom gather data on arraignments (indictment CTU's only), CTU dispositions, and sentencing in a format that will facilitate data entry into the CCMS. These forms (shown in Figures 3.2.3.6.A, B and C) shall include the defendant's name(s) and offense(s) for a particular CTU. Such outputs shall be produced daily (or as requested) for all new cases and shall use paper as specified in CCMS-2 (the computer equipment and communications specification).

The selection criteria for this report shall be the date of initiation of CTU. However, new forms shall be produced if defendants or I/A's are added to a CTU.

#### 3.2.3.7 Notices

Notices of impending scheduled events are sent to all participants in a scheduled TAC case, including witnesses whose names have been entered by the D.A., defendants, attorneys, bondsmen (if any) and, for the arraignment, the police in the town in which the crime occurred. These notices shall be printed on a special form, shown in Figure 3.2.3.7.A, which shall be modified under program control to suit the notification requirements of the various participants (Figure 3.2.3.7.B). The CCMS shall prepare the appropriate notice for different participants based on the type of court appearance scheduled. Special wording shall be added for bondsmen and for incarcerated defendants or witnesses (Figure 3.2.3.7.C). When the notices are for a conference, they shall be sent to the prosecutor, defense attorney, and defendants.

The notices shall be printed in groups by CTU. Forms will be pre-printed in an envelope with an overlay, which will serve as a temporary record for the CTU folder.

Notices shall be sent to every address and to every alias listed for a defendant so as to insure notification. Aliases can be shown on a single notice to each address (e.g., Joseph Jones/James Jones/James Joseph).

For notification of police agencies at arraignment, the mailing addresses shall be extracted from a reference file by municipality or town code (found in the Indictment or Appeals segment).

The selection criteria shall be the individuals on record as participants in a case scheduled for a court appearance on a given future date. The specific date for which notices are required will be supplied as a parameter. Notices shall be sent only when the scheduled appearance is at least five days away. In cases of less time the names, addresses, and phone numbers shall appear on the telephone list (3.2.3.3.)

MASSACHUSETTS SUPERIOR COURT  
NORFOLK COUNTY  
CALENDAR FOR 6/15/72  
SESSION 01

DATE OF LIST 6/14/72  
TIME OF LIST 15:45  
PAGE 1 OF 3

NUMBERS ON LIST

1	9:00 AM	ARR 72-9-4587 JONES, ALPHONSE I-12345 ARMED ROBBERY	10/03/71	EST .25HR	PREV. CONT 00	PROSEC MAHONEY, J. ADA-NFLK ATTRNY MASON, PERRY-MDC I-98765 ASSAULT & BATTERY
		SMITH, ISADORA I-12345 ARMED ROBBERY			RELEASED I-76543 JAYWALKING	ATTRNY GOODFELLOW, JOHN-PVT
2	9:00 AM	TRL 72-7-6789 MARTINO, JOSEPH I-87654 POSSESSION OF HEROIN	10/15/71	EST 4.00HR	PREV. CONT 04	PROSEC ARMSTRONG, J. ADA-NFLK ATTRNY SCHWARTZ, JUAN-MDC I-76547 ASSAULT ON POLICE OFF
		MARTINO, TANYA I-87653 ACCESSORY			CUSTODY-CSJ INTERP-S I-76546 POSSESSION OF SYRINGE	ATTRNY HUNTER, F.E.-MDC
3	9:30	TRL 72-3-6541 CORLEONE, MICHAEL I-32145 MURDER FIRST DEGREE	10/01/72	EST 8.0HR	PREV CONT 00	PROSEC HAGGERTY, M. ADA-NFLK ATTRNY PAPOOSE, ROBERT-PVT

MASSACHUSETTS SUPERIOR COURT  
NORFOLK COUNTY  
CUSTODY LIST  
APPEARANCE ON 6/15/72

DATE OF LIST 6/14/72  
TIME OF LIST 13:48  
PAGE 1 OF 2

SCHD	NAME	INST	ROLE	EVNT	CTU-NO	I/A NO'S AND OFFENSES	I/A NO'S AND OFFENSES
9:00 AM	JONES, ALPHONSE	NF	DEF	ARR	72-9-4567	I-12345 ARMED ROBBERY I-98765 ASSAULT & BATTERY	A-23456 SPEEDING
9:00 AM	SMITH, ABRAHAM	NF	WIT	TRL	72-7-6789		
9:00 AM	MARTINO, JOSEPH	NF	DEF	TRL	72-7-6789	I-87654 POSSESSION OF HEROIN I-76546 POSSESSION OF SYRINGE I-76547 ASSAULT ON POLICE OFF	
10:00 AM	KIRKWOOD, ALLAN	WA	DEF	TRL	72-3-2468	I-86241 BREAKING & ENTERING	
10:00 AM	MORELLI, MARIO	WA	DEF	TRL	72-7-6285	I-62374 RSG	I-26985 B&E NIGHTTIME

Figure 3.2.3.2

THE FOLLOWING PERSONS WITH POTENTIAL CONFLICTS HAVE BEEN IDENTIFIED:

CTU NO'S	EVNT	TIME	COURT	SESN	PERSON WITH CONFLICT	ID#	ROLE	PHONE	ADDRESS
72-6-4794	TRL	12:00	NORFOLK	01	MASON, PERRY - PVT	A-12343	ATTY	734-6542	1776 STATE STREET BOSTON, MASSACHUSETTS 02316
72-7-2564	TRL	10:00	SUFFOLK	01	MASON, PERRY	A-12343	ATTY		
72-3-6321	TRL	10:30	NORFOLK	01	GOODFELLOW, THORNTON	SID-45678	DEFN	354-6542	13 BACK STREET DEDHAM, MASSACHUSETTS 02176
72-3-7654	ARR	9:30	NORFOLK	01	GOODFELLOW, THORNTON	SID-45678	DEFN	667-1280	WOODLAND ROAD BILLERICA, MASS. 01821

THE FOLLOWING CTU'S HAVE WITNESS NAMES WITHHELD:

CTU NO'S	ORIG EVNT	TIME	SESN	WITNESSES TO BE NOTIFIED AUTOMATICALLY
72-3-65412	TRL	10:00	01	COHEN, SMITH, GREEN, MARSHALL, JOHNSON
72-8-74962	TRL	9:30	01	WHITE, LONG

THE FOLLOWING PERSONS SHOULD BE NOTIFIED THAT THEIR CASE SCHEDULE HAS BEEN CHANGED:

CTU NO'S	ORIG EVNT	SCHD. DATE	NEW SCHD. EVENT DATE	NAME	AFFILIATION	ROLE	PHONE	ADDRESS
72-7-54321	TRL	6/28/72	6/31/72	OSGOOD, JONATHAN		WIT	432-1234	10 LANGLEY STREET WINCHESTER, MASS.
72-2-54321	TRL	6/28/72	6/31/72	POPES, MARTIN		DEFEN	431-3131	773 WRAGDON LAND CAMBRIDGE, MASS.
72-5-24271	TRL	6/28/72	6/31/72	O'SHAUGHNESSY, L		WIT	542-3212	STATE POLICE DUXBURY, MASS.



MASSACHUSETTS SUPERIOR COURT  
COURT CASE MANAGEMENT SYSTEM  
NORFOLK COUNTY  
OVERDUE DATA

DATE OF LIST 6/14/72  
TIME OF LIST 15:50  
PAGE 1 OF 1

UPDATES HAVE NOT BEEN RECEIVED FOR THE FOLLOWING PREVIOUSLY SCHEDULED EVENTS

DATE SCHD	CTU NO.	EVNT	TIME ESTMD	SESN	TIME SCHD	DEFENDANT'S NAME(S)
5/21/72	72-1-2134	TA	1.0HR	01	11:00	FARNSWORTH, CLIFFORD
6/10/72	72-3-1357	ARR	6.0HR	03	9:30	MOSCHA, MILTON
6/13/72	72-3-2573	HRG	.5HR	01	10:30	IVANOVICH, MARTIN
6/13/72	72-3-2594	TA	1.0HR	01	3:00	SMITH, BARNEY
6/14/72	72-4-3614	MO	--	--	--	WHIPPLE, WILLIAM
						WORTHINGTON, IRVING
						MOSCHA, MARTHA
						BERNSTEIN, CHARLES
						SMITH, BARRY
						SHERRELL, CHERYL
						SMITH, BART

Figure 3.2.3.4



MASSACHUSETTS SUPERIOR COURT  
COURT CASE MANAGEMENT SYSTEM  
NORFOLK COUNTY  
INDEX CARD DATA

DATE OF RUN 6/17  
TIME OF RUN 15:  
PAGE 1 OF 10

I/A	Defendant	CTU
I-12349 ROBBERY DUNFEY, ARNOLD WURLITZER, WANDA CTU 72-6-7524  6/14/72	DUNFEY, ARNOLD SID-102040 CTU 72-6-7524 I-12345 ROBBERY I-12345 B&E  6/14/72	CTU 72-6-7524 DUNFEY, ARNOLD I-12345 ROBBERY I-12346 B&E WURLITZER, WANDA I-12347 ROBBERY I-12368 POS BURG TOOLS  6/14/72
I-12367 POS BURG TOOLS WURLITZER, WANDA CTU 72-6-7524  6/14/72	WURLITZER, WANDA SID-10252 CTU 72-6-7524 I-12345 ROBBERY I-12364 POS BURG TOOLS  6/14/72	
I-12352 B&E DUNFEY, ARNOLD CTU 72-6-7524  6/14/72		
I-12401 POS HEROIN BRANDENBERG, JAMES CTU 72-2-7525 Refer to Previous CTU 72-1-5347  6/14/72	BRANDENBERG, JAMES SID-10276 CTU 72-2-7525 I-12406 1 POS HEROIN Refer to Previous CTU No. 72-1-5347  6/14/72	CTU 72-2-7525 BRANDENBERG, JAMES I-12403 POS HEROIN Refer to Previous CTU 72-1-5347  6/14/72

Figure 3.2.3.5

SUPERIOR COURT OF MASSACHUSETTS  
NORFOLK COUNTY  
ARRAIGNMENT DATA FORM

PARKINSON, CALDWALLER N.

SID 10203040

DATE \_\_\_\_\_

INDIGENT Y N

I/A NUMBER	LITERAL	PLEA			NOT GUILTY	STANDS MUTE	NOLO CONTND	LOWER COURT		SUPERIOR COURT				
		PLEADS	GUILTY	NG				AMOUNT	SURETY	ROR	AMOUNT	SURETY		
I-12346	Assault	PG		NG	SM		NC	\$5000	Y		\$	Y	N	
I-12357	Rec. S. Prop.	PG		NG	SM		NC	\$ 100	N	X		Y	N	
I-12358	Armed Robbery	PG		NG	SM		NC	\$ 100	N	X		\$	Y	N

PRINCIPAL, PETER S.

SID 10203050

DATE \_\_\_\_\_

INDIGENT Y N

I/A NUMBER	LITERAL	PLEA				STANDS MUTE	NOLO CONTND	LOWER COURT		SUPERIOR COURT				
		PLEADS	GUILTY	NOT GUILTY	AMOUNT			SURETY	ROR	AMOUNT	SURETY			
I-12346	Assault	PG		NG	SM	NC		\$5000	Y		\$	Y	N	
I-12357	Rec. S. Prop.	PG		NG	SM	NC		\$ 100	N	X		Y	N	
I-12358	Armed Robbery	PG		NG	SM	NC		\$ 100	N	X		\$	Y	N

RECORDED BY \_\_\_\_\_

ASST. CLERK

CCMS UPDATED BY \_\_\_\_\_

ARRAIGNMENT DATA FORM

Figure 3.2.3.6 A

MASSACHUSETTS SUPERIOR COURT  
NORFOLK COUNTY  
I/A ADJUDICATION FORM

CTU NO. 72-1-2343  
PRINT DATE 10/10/72  
PAGE 1 OF 2

BEGAN DATE \_\_\_\_\_ TIME \_\_\_\_\_  
COMPLETE DATE \_\_\_\_\_ TIME \_\_\_\_\_  
TRIER: JUDGE \_\_\_\_\_ 12 PERSON JURY \_\_\_\_\_ 6 PERSON JURY \_\_\_\_\_ OTHER \_\_\_\_\_

PARKINSON, CALDWALLER N

SID NO. 10203040

I/A NUMBER	I/A ADJUDICATION CODES	DATE	LITERAL OR NOTES
I-12346	_____	_____	_____
I-12357	_____	_____	_____
I-12358	_____	_____	_____

PRINCIPAL, PETER S

SID NO. 10203050

I/A NUMBER	I/A ADJUDICATION CODES	DATE
I-12345	_____	_____
I-12356	_____	_____
I-12357	_____	_____

I/A ADJUDICATION CODES

PG - ACCEPTED PLEA OF GUILTY  
FG - FOUND GUILTY  
NG - FOUND NOT GUILTY  
PL - ACCEPTED PLEA OF GUILTY TO  
LESSER OFFENSE  
FL - FOUND GUILTY OF LESSER OFFENSE  
DM - DISMISSED  
NP - NOLLE PROSC.  
FW - FILED WITHOUT FINDING  
NC - ACCEPTED NOLO CONTENDERE  
AW - APPEAL WITHDRAWN

DATE RECORDED BY \_\_\_\_\_  
ENTERED INTO CCMS BY \_\_\_\_\_

Figure 3.2.3.6 B

MASSACHUSETTS SUPERIOR COURT  
NORFOLK COUNTY  
SENTENCE AND PROBATION DATA FORM

CTU NO. 72-1-7534  
PRINT DATE 10/10/72  
PAGE 1 OF 2

PARKINSON, CALDWALLER, N.

I/A NO.	DATE IMPOSED	IMPRISONMENT			MCI HC OTHER	INDEF SUSP. & PROB. CONCURRENT FROM & AFTER	FINE/SURFINE	OTHER SENTENCE	PROBATION	LITERAL
		MIN YR. MO. DA.	MAX YR. MO. DA.							
I-12346							FINE \$ _____ SURFINE \$ _____ _____ SUSP. & PROB.	FILED _____ LIFE _____ DEATH _____ OTHER _____	YR. _____ MO. _____	
I-12357							FINE \$ _____ SURFINE \$ _____ _____ SUSP. & PROB.	FILED _____ LIFE _____ DEATH _____ OTHER _____	YR. _____ MO. _____	

CASE COMPLETE; DATE \_\_\_\_\_ DATA RECORDED BY \_\_\_\_\_  
DATA ENTERED INTO CCMS BY \_\_\_\_\_

Figure 3.2.3.6 C

COMMONWEALTH OF MASSACHUSETTS.

SUPERIOR COURT  
CRIMINAL BUSINESS

Norfolk County  
at Dedham  
Issued on 02/06/73

Mail to: John Smith  
1313 Wrong Way  
Boston, Mass.

(Special habeas/bondsmen, note)

See Figure 3.2.3.7 C

Re: Arraignment

CTU Number 72-3-6754, the Commonwealth v. Smith, Smith, Barney

in which you are a defendant is scheduled for 6/01/72 at 10:00 A.M. in the 01 session.  
You are hereby summoned to appear on that date and time at the above location.

Failure of a defendant to appear may result in forfeiture of bail and a warrant being issued for his arrest. (Ch 271.S.14B)

Failure of a witness to appear upon receipt of a summons is a criminal offense.

WITNESS Walter H. McLaughlin, Esquire, Chief Justice of the Superior Court, on  
This date 02/06/73.

John Concannon Clerk  
Authorized Signature

Note: Underlined data would be selected  
and printed by computer

Figure 3.2.3.7 A

Participants

Type of Event	Defendant	Bondsman	Attorney of Record	Witnesses	Police in Municipality of Offense
Arraignment	Summons, or Habeus Writ	Notice	Notice	Summons to Prosecuting Officer	Notice
Call for Trial Assignment	Notice or Habeus Writ	Notice	Notice	Notice to Prosecuting Officer	
Trial	Notice or Habeus Writ	Notice	Notice	Notice to Prosecuting Officer, Summons or Habeus	
Hearing	Notice or Habeus Writ	Notice	Notice	_____	
Conference	Notice or Habeus Writ	Notice	Notice	Notice to Prosecuting Officer	
Plea	Notice or Habeus Writ	Notice	Notice	Notice to Prosecuting Officer	
Sentencing	Notice or Habeus Writ	Notice	Notice	Notice to Prosecuting Officer	

Schedule of CCMS Produced Notices to CTU Participants

Figure 3.2.3.7 B

## SPECIAL WORDING FOR NOTICES

In the upper right is a space in which a special note would be printed to a bondsman or to complete a writ of habeus corpus. For example:

"You are listed as the bondsman for the below named defendant. His failure to appear promptly at the time and place indicated can result in forfeiture of bond."

OR

"You are ordered to present the below named individual, now in your custody, before this court at the time and place indicated."

Special Wording for Notices  
Figure 3.2.3.7 C



COURT CASE MANAGEMENT SYSTEM  
PROBATION REPORT  
NORFOLK SUPERIOR COURT

DATE OF LIST 6/14/72  
TIME OF LIST 15:45  
PAGE 1 OF 1

DEFENDANT AND EVENT	DATE OF BIRTH	SID SS NO	I/A NUMBERS	DESCRIPTION OF SUPERIOR COURT ACTIVITY	NEXT EVENT AND DATE
ABBINGTON, ARNOLD A INIT 06/14/72	03/10/37	7654321 47306046	I-12345 I-12346	CONSPIRACY TO COMMIT ROBBERY 256A 145 B&E 256A 146	ARRAIGN 06/27/72
BAKER, PETER R INIT 06/14/72	07/17/46	8765432 54427321	I-25432 I-25433 I-25434	A&B 153 15 ASSAULT WITH DEADLY WEAPON 153 14 POSSESSION OF HEROIN 177 12A	ARRAIGN 06/20/72
CORLEONE, RICARDO ARR 06/13/72	10/17/52	7766543 54473036	I-23455 I-23456 I-23457	PLEA-NG PLEA-NG PLEA-NG	TRL ASSIGN 06/21/72
DAVIDSON, MICHAEL TRL 06/14/72	03/23/41	7762345 54047306	I-24566 I-24567 I-24568 I-24569	PLD GLTY FND GLTY FLD WT FNDG FND GLTY	SENT 06/24/72
EDGERTON, EDWARD E SENT 06/14/72	03/15/48	7234567 40344067	I-24647 I-24648	SENT-3YR-5YR WLP FINE \$ 00 CNCRNT SENT-10YR-20YR WLP FINE \$ 00 FRWTH	COMPLT
FARTHINGTON, DWART SENT 06/13/72	07/22/51	7675743 47526318	I-27345 I-27346	SENT-2YR CON FINE \$ 00 CNCRNT SENT-5YR CON FINE \$ 00	COMPLT
GALLSTONE, ROCKY SENT 06/13/72	02/28/48	6967478 46306036	I-26472 I-26473	SENT-3YR CON FINE \$ 2000 SUSP SENT-3YR CON FINE \$ 0 SUSP CONDITION OF GALLSTONE'S PROBATION; MUST VISIT TWICE A MONTH	COMPLT
HEIDENREICH, W. TRL ASSIGN 6/14/72	08/14/44	2347427 78431437	I-26495 I-26496	DEFEND HEIDENREICH DEFAULTED	SUSP
JANKOWSKI, H. TRL ASSIGN 6/14/72	09/29/39	1235791 49260541	I-25765 I-25764	CONT, PROSC. WITNESS UNAVAIL	TRL ASSIGN 7/27/72
KRULEWITZ, J. TRL ASSIGN 6/14/72	06/14/33	5462881 36174521	I-27324 I-17762	TRIAL	

Figure 3.2.3.8

#### 3.2.3.8 Probation Report

A probation report shall be produced daily to provide the TAC Probation Office with a record of the defendants who had appeared in court and the outcome of that appearance. A copy shall be sent to the TAC Probation Office, and a copy may be forwarded to the Commissioner of Probation to update the central files. This report shown in Figure 3.2.3.8, shall be produced on paper as specified in CCMS-2 (the computer equipment and communications specification) at the end of the day for all updates received since the last printing. The report shall also include any non-court appearances which affected the defendant's bail or incarceration status. Such a report shall be sequenced alphabetically by defendant's last name.

The selection criteria for this report shall be the date of the last update to the CTU file. The items to be reported shall include the outcome of the court appearance, the next scheduled appearance, and any change to the defendant's incarceration status.

#### 3.2.3.9 Daily Activity Report

The format of this report shall be proposed by the vendor and approved by the court. It shall provide a complete record of every transaction processed through the CCMS by each TAC during the day. If questions should arise as to exactly which CTU's were updated or the details of any specific transaction, it will provide a documented reference. It will be used primarily for monitoring the operation of the CCMS rather than to satisfy any basic operational need of the court. The report shall be organized by TAC, and within court sequenced by CTU number or by time of data entry. It shall be printed on standard 14 7/8"x11" paper at the Judicial Data Processing Center.

This report does not have to be produced in "background mode" while on-line programs were operating; it could be run after normal business hours. Rather than using the on-line CCMS data base, this report shall be produced from the Daily Transaction Log. (This requirement shall be coordinated with Section 3.2.9.2.5.)

#### 3.2.4 Weekly Document Subsystem

Two reports shall be produced every week by the CCMS, the alert list at the TACS, and the incarceration inventory list at the central facility. The data for these reports do not have to be prepared in background mode on the central computer, but can be prepared after normal working hours. Data for these reports shall be found in the CCMS data base. Figure 3.2.3 relates the data

element in the CCMS data base to the daily and weekly output reports. See Section 3.2.3.

In each of the following sections an individual output document is described. The figures provide illustrations; minor changes are acceptable (e.g., changing titles, spacing, abbreviations). Such reports shall be implemented in a manner which facilitates future change or improvements. To this end the use of higher level languages, subroutines and other programming aids shall be required.

#### 3.2.4.1 CTU Alert List

The CTU alert list will identify any active cases requiring management action. This list shall be produced weekly. It shall be printed in CTU sequence for each county and shall use paper as specified in CCMS-2 (the computer equipment paper and communications specification) paper on the TAC's medium speed production printer (no special form will be utilized). A copy of each court's alert list shall also be printed at the central data processing facility for use by the Chief Justice's staff. The format of the alert list shall be similar to the daily calendar with the addition of the date of next scheduled appearance and a note identifying the reason that each case has been reported on the alert list. The time of the next scheduled appearance and the interpreter data shall not appear. (Figure 3.2.4.1)

Criteria for the alert list shall be as follows: 1) A pending CTU for which more than two weeks have elapsed since indictment and no arraignment has been recorded, 2) Any CTU in which the defendant is in custody and more than two months have elapsed since arraignment with no disposition, 3) Any CTU in which the defendant is released and more than four months have elapsed since arraignment with no disposition, 4) Any CTU in which there has been a plea or finding of guilty on one or more I/A's, all I/A's have been disposed, and more than one month has elapsed with no sentence having been imposed, 5) Any case more than twelve months old which is not currently in suspended status, 6) and any case more than eighteen months old regardless of status. The parameters for selection of this report are subject to change; the program designed to produce this report shall permit such modifications.

#### 3.2.4.2 Incarceration Inventory List

The Incarceration Inventory List will allow custodial agencies to compare their list of inmates to that of the courts, and to anticipate court appearances. The list shall identify incarcerated individuals showing custodial agency, the court(s) in which they will appear, and the type and date of the next scheduled event(s).

NORFOLK COUNTY SUPERIOR COURT  
 CTU ALERT LIST  
 FOR THE WEEK OF  
 12 DECEMBER 1972  
 DATE OF RUN 12/13/72  
 TIME OF RUN 15:40

MORE THAN 2 WEEKS SINCE INDICTMENT

72-9-4587 NXT:ARR 12/13/72 INIT: 10/03/72 EST .25HR PREV. CONT 05 PROSEC DREW, A. ADA-NFLK  
 JONES, ALPHONSE CUSTODY-CSSJ ATTRNY MASON, PERRY-MDC  
 I-12345 ARMED ROBBERY A-23456 SPEEDING I-98765 ASSAULT & BATTERY

SMITH, ISADORA RELEASED ATTRNY GOODFELLOW, JOHN-PVT  
 I-12345 ARMED ROBBERY I-76543 JAYWALKING

90 MORE THAN 2 MONTHS SINCE ARRCN.

72-7-6789 NXT:TRL 12/20/72 ARR: 09/03/72 EST 4.00HR PREV. CONT 04 PROSEC ARMSTRONG, J. ADA-NFLK  
 MARTINO, JOSEPH CUSTODY-CSSJ ATTRNY SCHWARTZ, JUAN-MDC  
 I-87654 POSSESSION OF HEROIN I-76546 POSSESSION OF SYRINGE I-76547 ASSAULT ON POLICE OFF  
 MARTINO, TANYA CUSTODY-FRM ATTRNY HUNTER, F.E.-MDC  
 I-87653

<u>Institution</u>	<u>Name</u>	<u>Court</u>	<u>CTU No.</u>	<u>Next Scheduled Event</u>	<u>Date</u>
Norfolk House of Correction	John Smith	Norfolk	72-1234	Arraignment	12/17/72
	William Talbot	Norfolk	72-1234	Arraignment	12/12/72
Suffolk Jail	William Blars	Suffolk	72-1632	Sentencing	12/14/72

Figure 3.2.4.2



It shall include both defendants and witnesses and shall be in alphabetical order by institution and within institution, alphabetically by inmate name (Figure 3.2.4.2). The report shall be produced weekly at the Judicial Data Processing Center on paper as specified in CCMS-2 (the computer equipment and communications specification). A copy shall be mailed to each custodial agency involved. If, after operational experience is gained, it is considered desirable for all TAC's to receive the list, separate lists by TAC can be printed and distributed.

### 3.2.5 Monthly Document Subsystems

A number of reports, mostly statistical, shall be produced at the central data processing facility monthly for TAC's and MAC's and for the Superior Court System as a whole. The beginning and end dates of the "court month" to be reported shall be supplied to the CCMS as a parameter; a calendar month is not sufficient. Monthly reports need not execute in background mode, but can be run after normal business hours. Such reports shall be prepared by county, rather than by court.

All monthly reports contain information on TAC's; some monthly reports contain information on MAC's as well. Such reports will be identified in the text and shall require data inputs from not only the TAC data base, but also from the MAC data base.

In each of the following sections an individual output document is described. The figures are grouped at the end of this section and are illustrative; minor changes are acceptable (e.g., changing titles, spacing, abbreviations, etc.) An effort should be undertaken to have the individual TAC's and MAC's periodically review their usage of reports, and to recommend changes which are needed. To this end the use of higher level languages, subroutines and other programming aids by the vendor is required.

Figure 3.2.5 relates the data elements in the CCMS data base to each of the monthly output reports. It should be noted that three columns have been allocated to each output report and a data element may be checked in any of the three columns. A check in the first column indicates that the data element is one of the selection criteria for producing that report. A check in the second column indicates that the element is reported as found in the data base; and a check in the third column indicates that the element is used to compute a result which is itself then reported (e.g., the item is summed or counted and the results printed in the report).



#### 3.2.5.1 CTU Workload Summary Report

This report shall summarize the month's Superior Court work for every county (TAC and MAC), and shall be produced monthly at the Judicial Data Processing Center (see Figure 3.2.5.1). It will be used by the Chief Justice's staff, and copies will be mailed to each county's Superior Court officials. Statistics covering all active CTU's shall appear in at least one category on this report and some may appear in more than one (e.g., initiated and settled during the same month). Outstanding CTU's shall include defaults or other suspended cases. This report shall be produced on standard 14 7/8"x11" paper with data on each county printed on a separate page.

#### 3.2.5.2 CTU Aging Report

All active CTU's for TAC counties shall be summarized on this report, which shall be produced at the Judicial Data Processing Center on standard 14 7/8"x11" paper. The report for each county shall be printed on a separate page and copies mailed to each county's court officials. The bottom line of the report shall show a summary of those cases disposed during the month and their age (i.e., time since initiation). The aging report shall include all active cases, including suspended cases, but shall not take into account (i.e., subtract out) suspended time (see Figure 3.2.5.2).

#### 3.2.5.3 CTU Activity Report

All CTU activity reported by TAC's during the period shall be summarized, including the total number of appearances, arraignments, hearings, trial assignments, dispositions, sentencings, continuances etc. (See Figure 3.2.5.3) This report will include a breakdown by reasons for continuances. It shall be produced at the Judicial Data Processing Center on standard 14 7/8"x11" paper. The results on each county shall be printed on a separate page and copies shall be mailed to County Superior Court Officials. Every scheduled event which occurred during the period and its outcome shall be reported.

A completed event shall be defined as one in which the Court Appearance Segment show a different code for "Original Event" and "Appearance Result", except when the latter indicates a suspended case. For events not completed (i.e., continued), the "Reasons" shall be tallied.

#### 3.2.5.4 Outstanding Default Report

This document shall list all defendants in TAC's who are currently in default for more than a specified length of time, and shall include the date of default and other pertinent information.

Each county's report shall begin on a new page. Defaults shall be listed oldest first. A parameter to inhibit listings of defaults which are less than a given period (e.g., one month old) shall be provided. The report (see Figure 3.2.5.4) shall be printed on standard 14 7/8"x11" paper at the Judicial Data Processing Center, with copies sent to the County's Superior Court Officials. Upon receipt of the report, the D.A. for that county shall indicate, for each defendant on the report, whether a civil suit against the bail bondsman has been initiated during that time period, or whether a civil suit has been settled, by entering the appropriate date. He shall then sign the form (printout) and return it to the Clerk's Office.

#### 3.2.5.5 Bondsmen Default Report

All defaults for a given bondsman in any TAC shall be listed in this report (see Figure 3.2.5.5). This report shall be printed on standard 14 7/8"x11" paper at the Judicial Data Processing Center for use by the Chief Justice and his staff. Copies will be available to be mailed to the listed bondsmen. Any case in which the defendant is in default and in which the defaulting defendant had a bondsman shall be shown. It shall be sequenced alphabetically by bondsmen, and within bondsmen by date of default (oldest first). The report for each bondsman shall begin on a new page.

#### 3.2.5.6 Surety Company Bail Report

This report shall summarize the activities of the insurance companies posting bail and the bondsmen representing those companies. It shall be printed once a month at the Judicial Data Processing Center for review by the Chief Justice's staff. Standard 14 7/8"x11" paper shall be used and it shall cover all TAC's.

#### 3.2.5.7 Prosecutor Assignment Report

At the end of every month listings of all cases assigned to a particular prosecutor in any TAC shall be produced. The report shall be sequenced alphabetically by prosecutor and within that by initiation date, oldest case first. The data to be reported on each case is similar to the calendar data but with "time", "interpreter" and "prosecutor" data replaced by the date and event of the next scheduled event. Each prosecutor's name shall begin on a new page, and a summary of his case load shall be provided. This report shall be produced on standard 14 7/8"x11" paper with copies sent to the District Attorney of each TAC county. (See Figure 3.2.5.7)

#### 3.2.5.8. MDC Attorney Assignment Report

This report is similar to the prosecutor assignment report except that it lists all cases in all TAC's for each MDC attorney. It shall be listed in alphabetical order by attorney name and within that oldest case first. Calendar-type data shall be reported for each case with "interpreter" and "time" data replaced by the date, event and court of the next scheduled event. Within the calendar format, the defendants for which the particular MDC attorney is the attorney-of-record shall be listed first or otherwise identified. Special information such as a defendant in default shall also appear. Each MDC attorney's name shall begin on a new page and a summary of his case load shall be provided. This report shall be produced on standard 14 7/8"x11" paper at the Judicial Data Processing Center and copies will be forwarded to the MDC Offices. (See Figure 3.2.5.8)

#### 3.2.5.9 Private Attorney Assignment Report

This report is also similar to the Prosecutor Assignment and MDC Attorney Assignment Report, except that it lists cases in TAC's for specified private attorney, oldest cases first. Each attorney's name shall begin on a new page with a summary of his cases. Calendar type data shall be reported, with the "time" and "interpreter" fields replaced by the date, event and court of next scheduled event. Within the calendar format, the names of the defendants for which the particular attorney is the attorney-of-record shall appear first, or otherwise be identified. Special information such as a defendant in default shall also be reported. A list of attorney's numbers for whom such reports will be printed will be provided as a parameter. Only cases in which the attorney is the "attorney-of-record" shall be included in this report. (See Figure 3.2.5.9)

#### 3.2.5.10 Monthly Default Summary

This report shall summarize not only the number of defendants in TAC's who have defaulted during the month but also the total in default at month end. Copies will be mailed to county Superior Court officials by the Judicial Data Processing Center. The report (see Figure 3.2.5.10) shall be printed on standard 14 7/8"x11" paper with each county's report beginning on a new page.

#### 3.2.5.11 Dockets

When a CTU at a TAC has been completed it shall be removed from the CCMS active case file (on-line) and stored in a completed case file (off-line on magnetic tape). At the same time a complete

docket for that CTU shall be prepared. (See Figure 3.2.5.11). This docket shall report all case related activity for all defendants and I/A's in the CTU. All codes must be replaced by literal text. The docket shall be printed on the TAC's medium speed printer as specified in CCMS-2 (the computer equipment and communications specification).

Since many of the above monthly reports required information on all active cases, preparation of the docket report and subsequent removal of those cases from the active case portion of the data base shall be the last monthly jobs requiring the on-line data base.

	Workload Summary			CTU Age	CTU Activity Report			Defaults by Court			Bondsmen Defaults			D.A. Assign			MDC Assign			Priv. Atty Assign			Default Summary			Complete Dockets		
	S	R	C	S	R	C	S	R	C	S	R	C	S	R	C	S	R	C	S	R	C	S	R	C	S	R	C	
CTU No.																												
Court No.	X			X			X			X			X			X			X			X			X			
Date Initiated	X			X						X			X			X			X			X			X			
Trier																												
Date Begun																												
Time Begun																												
Date Complete																												
Date & Time of Update																												
Previous CTU No.	X			X						X			X			X			X			X			X			
Complete Date													X			X			X			X			X			
Defendant Name													X			X			X			X			X			
Alias(es)													X			X			X			X			X			
Instit. Code																												
Address(es)																												
Phone No.																												
Date of Birth																												
Soc. Sec. No.																												
State I.D. No.																												
Language Code																												
Indigency																												
Date of Arrest																												
I/A No.																												
I/A Date																												
Felony or Misdemeanor																												
Offense Statute																												
Offense Literal																												
Offense Literal																												
Town of Offense																												
Pail Code																												
Bail Amount																												
Arrgn. Plea																												
Arrgn. Date																												
Adjudication Code																												
Adjudication Date																												
Sent. Date																												
Imprisonment Period																												
Imprisonment Condition																												
Imprisonment Institution																												
Fine/Cost Amount																												
Fine/Cost Condition																												
Other Sentence																												
Probation Period																												
Date Civil Suit Began																												
Date Civil Suit Ended																												

Data Elements and Their Use for Monthly and Demand Reports

Figure 3.2.5



	Workload Summary			CTU Age			CTU Activity Report			Defaults by Court			Bondsmen Defaults			D.A. Assign			MDC Assign			Priv. Atty Assign			Default Summary			Complete Dockets		
	S	R	C	S	R	C	S	R	C	S	R	C	S	R	C	S	R	C	S	R	C	S	R	C	S	R	C	S	R	C
Date of Sched. Next Event Date Next Event Time Sched. Session Sched. Room No. Sched. Est. Time Req'd. Schedule Code Authorized				X			X												X			X						X		
Date of Appear. Judge Session Original Event Appearance Rslt. Reason for Cont. Stenog. Tape No. Interpreter Name Prosecutor				X																								X		
Date-Atty. Act. Attorney Name Attorney No. Atty Activity Atty Code																			X			X						X		
Date-Def. Act. Defend. Activ. Notes				X			X			X									X			X								
Date-Literal Literal-Entry Witness Name Witness Address Witness Phone No. Witness Lang. Code Witness Institution Witness Affiliation Witness Name Withheld Code				X			X																						X	

Figure 3.2.5 (con't)



	Workload Summary	CTU Age	CTU Activity Report	Defaults by Court	Bondsmen Defaults	D.A. Assign	MDC Assign	Priv. Atty Assign	Bail/ Atty	Default Summary	Complete Dockets
	S R C	S R C	S R C	S R C	S R C	S R C	S R C	S R C	S R C	S R C	S R C
Link to Attorney File Attorney Name Attorney Number Firm Address Phone						X	X	X			
						X	X				
						X					
Link to Prosecutor File Prosecutor Name Prosecutor Number Affiliation											
Link to Bondsman/ Surety File Name Number Firm Address Phone					X						

Figure 3.2.5 (con't)

DATE OF RUN 6/14/72  
TIME OF RUN 15:51

SUPERIOR COURT CRIMINAL CASE STATISTICS  
NORFOLK COUNTY

CTU WORKLOAD SUMMARY REPORT  
FOR THE MONTH OF  
SEPTEMBER 1972

	<u>TOTAL CTU'S</u>	<u>INDICTMENTS</u>	<u>APPEALS</u>	<u># DEFENDANTS</u>
CTU'S OUTSTANDING AT BEGINNING OF MONTH	XXX	XXX	XXX	XXX
CTU'S INITIATED DURING MONTH	XXX	XXX	XXX	XXX
CTU'S SETTLED DURING MONTH	XXX	XXX	XXX	XXX
CTU'S AWAITING TRIAL AT BEGINNING OF MONTH	XXX	XXX	XXX	XXX
CTU'S AWAITING TRIAL AT END OF MONTH	XXX	XXX	XXX	XXX
SUSPENDED CTU'S	XXX	XXX	XXX	XXX
CTU'S AWAITING OTHER SCHEDULED EVENTS AT END OF MONTH	XXX	XXX	XXX	XXX
CTU'S OUTSTANDING AT END OF MONTH	XXX	XXX	XXX	XXX

Figure 3.2.5.1

SUPERIOR COURT CRIMINAL CASE STATISTICS  
NORFOLK COUNTY  
CTU AGE REPORT  
FOR THE MONTH OF  
SEPTEMBER 1972

	0-45 DAYS	46-90 DAYS	91-180 DAYS	181-270 DAYS	271-365 DAYS	OVER 365 DAYS	TOTAL
CTU'S SCHEDULED FOR ARRAIGNMENT							
INDICTMENT CTU'S	X	X	X	X	X	X	XX
CTU'S SCHEDULED FOR HEARING							
INDICTMENT CTU'S	X	X	X	X	X	X	XX
APPEAL CTU'S	X	X	X	X	X	X	XX
CTU'S SCHEDULED FOR TRIAL ASSIGNMENT							
INDICTMENT CTU'S	X	X	X	X	X	X	XX
APPEAL CTU'S	X	X	X	X	X	X	XX
CTU'S SCHEDULED FOR SENTENCING/DISPOSITION							
INDICTMENT CTU'S	X	X	X	X	X	X	XX
APPEAL CTU'S	X	X	X	X	X	X	XX
CTU'S WITH DEFENDANT IN DEFAULT							
INDICTMENT CTU'S	X	X	X	X	X	X	XX
APPEAL CTU'S	X	X	X	X	X	X	XX
OTHER SUSPENDED							
INDICTMENT CTU'S	X	X	X	X	X	X	XX
APPEAL CTU'S	X	X	X	X	X	X	XX
TOTAL CTU'S OUTSTANDING							
INDICTMENT CTU'S	X	X	X	X	X	X	XX
APPEAL CTU'S	X	X	X	X	X	X	XX
CTU'S SETTLED DURING THE MONTH							
INDICTMENT CTU'S	X	X	X	X	X	X	XX
APPEAL CTU'S	X	X	X	X	X	X	XX
AGE IS CALCULATED FROM ENTRY OF INDICTMENT OR APPEAL							

Figure 3.2.5.2

SUPERIOR COURT CRIMINAL CASE STATISTICS  
NORFOLK COUNTY  
CTU ACTIVITY REPORT  
FOR THE MONTH OF  
SEPTEMBER 1972

DATE OF RUN 10/3/72  
TIME OF RUN 17:51

	<u>ARRAIGNMENT</u>	<u>BAIL, MOT, HEARINGS</u>	<u>CONFERENCE</u>	<u>TRIAL ASSIGNMENT</u>	<u>TRIAL</u>	<u>PLEA</u>	<u>SENTENCING</u>	<u>OTHER</u>	<u>TOTAL</u>
CTU EVENTS SCHEDULED	XXX	XXX	XXX	XXX	X	XXX	XXX	XXX	
SCHD EVENTS (COMPLETED)*	XX	XX	XX	XX	X	XX	XX	XX	
SCHD EVENTS NOT COMPLETED DUE TO:									
CONTINUANCES	XX	XX	XX	XX	X	XX	XX	XX	
DEFENDANT IN DEFAULT	XX	XX	XX	XX	X	XX	XX	XX	
OTHER SUSPENSIONS	XX	XX	XX	XX	X	XX	XX	XX	

REASONS FOR CTU CONTINUANCES

NUMBER OF TIMES REASON GIVEN FOR CONTINUANCES

	<u>ARRAIGNMENT</u>	<u>BAIL, MOT, HEARINGS</u>	<u>CONFERENCE</u>	<u>TRIAL ASSIGNMENT</u>	<u>TRIAL</u>	<u>PLEA</u>	<u>SENTENCING</u>	<u>OTHER</u>	<u>TOTAL</u>
ATTORNEY UNAVAILABLE	XX	XX	XX	XX	X	XX	X	X	
PROSECUTOR UNAVAILABLE	XX	X	X	X	X	X	X	X	
DEFENSE WITNESS UNAVAILABLE	X	X	X	X	X	X	X	X	
PROSECUTOR WITNESS UNAVAILABLE	X	X	X	X	X	X	X	X	
DEFENDANT UNAVAILABLE	X	X	X	X	X	X	X	X	
SESSION UNAVAILABLE	XX	X	X	X	X	X	X	X	
NO ATTORNEY	X	X	X	X	X	X	X	X	
SCHEDULING PROBLEM	X	X	X	X	X	X	X	X	
OTHER	X	X	X	X	X	X	X	X	
MOTION/HEARING WITHDRAWN									
MISTRIAL									
NO TRIAL									
PLEA REJECTED									
PLEA WITHDRAWN									

\*More than one reason for an incomplete event is allowed

Figure 3.2.5.3

SUPERIOR COURT CRIMINAL STATISTICS  
 NORFOLK COUNTY  
 OUTSTANDING DEFAULT REPORT  
 AS OF 30 SEPT. 1972

DATE OF RUN 6/15/72  
 TIME OF RUN 13:54

DATE OF DEFAULT	DEFEND. NAME	CTU NO.	BAIL AMOUNT	BOND/ PERS.	BONDSMAN	OFFENSES	DATE CIVIL SUIT BEGAN	DATE CIVIL SUIT ENDED
10/20/72	COOK, M. FRED	72-3-4567	\$5,000	BOND	FREEMAN	FRAUD, LARCENY, ASSAULT		
10/31/72	SMITH, MARVIN	72-3-4576	10,000	BOND	PROVIDENT MUT. INS.	ARMED ROBBERY, NARCOTICS TO SELL		
11/6/72	ARONSON, ARMOND	72-4-5678	200	PERS.		TRESPASS, GAMBLING		

\_\_\_\_\_  
 District Attorney's Signature

\_\_\_\_\_  
 Date

Figure 3.2.5.4

SUPERIOR COURT CRIMINAL CASE STATISTICS					DATE OF RUN 10/3/72 TIME OF RUN 18:01		
BONDSMEN DEFAULT REPORT							
AS OF 30 SEPTEMBER 1972							
<u>BONDSMEN</u>	<u>DEFAULT DATE</u>	<u>COURT NO.</u>	<u>CTU NO.</u>	<u>DEFENDANT IN DEFAULT</u>	<u>NUMBER OF DEFENDANTS IN DEFAULT END OF MONTH</u>	<u>BAIL AMOUNT IN DEFAULT END OF MONTH</u>	<u>TOTAL OUTSTANDING BAIL AT END OF MONTH</u>
A. E. CASE	5/21/72	1	72-1234	Farnsworth, Clifford		\$3,000	
	6/10/72	1	72-5140	Moscha, Milton	2	<u>2,000</u> 5,000	\$100,000
J. J. JONES	4/18/72	2	72-1005	Ivanovich, Martin		\$7,000	
	5/24/72	2	72-2004	Smith, Barney	2	<u>3,000</u> \$10,000	\$125,000
R. S. SMITH	6/11/72	1	72-5200	Bernstein, Charles	1	<u>\$5,000</u> 5,000	\$ 55,000



SUPERIOR COURT CRIMINAL CASE STATISTICS  
SURETY COMPANY BAIL REPORT  
AS OF 30 SEPTEMBER 1972

DATE OF RUN 10/2/72  
TIME OF RUN 17:50

<u>COMPANY</u>	<u>BONDSMEN NUMBER</u>	<u>BONDSMEN</u>	<u># DEFENDANTS</u>	<u># DEFAULTS</u>	<u>BAIL AMOUNT IN DEFAULT AT END OF MONTH</u>	<u>TOTAL OUTSTANDING BAIL AT END OF MONTH</u>
ALLIED INSURANCE	247	A. E. CASE	30	2	5,000	100,000
	322	J. J. JONES	$\frac{42}{72}$	$\frac{1}{3}$	10,000	125,000
ARGONAUT INSURANCE	405	R. S. SMITH	14	3	15,000	55,000

Figure 3.2.5.6

SUPERIOR COURT CRIMINAL CASE STATISTICS  
 PROSECUTOR ASSIGNMENT REPORT  
 AS OF  
 30 OCTOBER 1972  
 DATE OF RUN 11/3/72  
 TIME OF RUN 17:54

PROSECUTOR NAME	CTU-TRL-ASSN	CTU HRNG	CTU-TRL	CTU-SENT	CTU-TOT
A. G. DREW NFLK ADA	17	12	03	07	39
72-9-4587 NXT:TRL ASSGN 11/15/72 INIT: 10/03/71 EST .25HR PREV. CONT 05 JONES, ALPHONSE CUSTODY-CSJ I-12345 ARMED ROBBERY A-23456 SPEEDING SMITH, ISADORA RELEASED I-22345 ARMED ROBBERY I-76543 ASSAULT ATTRNY MASON, PERRY-MDC I-98765 ASSAULT & BATTERY ATTRNY GOODFELLOW, JOHN-PVT					

Figure 3.2.5.7

SUPERIOR COURT CRIMINAL CASE STATISTICS  
MDC ATTORNEY ASSIGNMENT REPORT

DATE OF RUN 11/04/72  
TIME OF RUN 17:55

AS OF

30 OCTOBER 1972

<u>PROSECUTOR NAME</u>	<u>CTU-TRL-ASSN</u>	<u>CTU HRNG</u>	<u>CTU-TRL</u>	<u>CTU-SENT</u>	<u>CTU-TOT</u>
R. G. BAKER	37	16	09	12	74
72-7-6789	NXT:TRL ASSGN	11/13/72	INIT: 01/07/72	EST 4.00HR	PREV. CONT 04
MARTINO, JOSEPH		CUSTODY-CSSJ			ATTRY BAKER
I-87654	POSSESSION OF	I-76546	POSSESSION OF SYRINGE		I-76547 ASSAULT ON POLICE OFF
	HEROIN				
MARTINO, TANYA		CUSTODY-FRM			ATTRY DOGOOD, I. PVT
I-17653	ACCESSORY				

Figure 3.2.5.8

DATE OF RUN 11/4/72  
TIME OF RUN 17:56

SUPERIOR COURT CRIMINAL CASE STATISTICS  
PRIVATE ATTORNEY ASSIGNMENT REPORT

AS OF

30 OCTOBER 1972

PROSECUTOR NAME	CTU-TRL-ASSN	CTU-HRNG	CTU-TRL	CTU-SENT	CTU-TOT
J. R. GOODFELLOW PVT	10	12	5	4	31
72-7-3765 CORLEONE, MICHAEL I-32145 MURDER FIRST DEGREE	NXT:TRL ASSGN	11/02/72	INIT: 6/04/72	EST 8.0HR PREV CONT 04	PROSEC HAGGERTY, M. ADA-NFLK ATTY GOODFELLOW, JR.

Figure 3.2.5.9

SUPERIOR COURT CRIMINAL CASE STATISTICS

NORFOLK COUNTY

DEFAULT REPORT

FOR THE MONTH OF

SEPTEMBER 1972

DATE OF RUN 10/3/72  
TIME OF RUN 17:59

BAIL AMOUNTS	NO. DEFENDANTS DEFAULTING DURING THE MONTH			NO. DEFENDANTS IN DEFAULT AT MONTH END		
	SURETY	*NON SURETY	TOTAL	SURETY	*NON SURETY	TOTAL
\$0		XX	XX		XX	XX
\$1-\$100	XXX	XX	XXX	XXX	XX	XXX
\$101-\$500	XXX	XX	XXX	XXX	XX	XXX
\$501-\$1000	XXX		XXX	XXX		XXX
\$1001-\$5000	XXX		XXX	XXX		XXX
OVER \$5000	XXX		XXX	XXX		XXX
TOTAL DEFENDANTS	XXX	XX	XXX	XXX	XX	XXX

\*PERSONAL RECOGNIZANCE WITH OR WITHOUT DEFAULT AMOUNT

Figure 3.2.5.10

PRINTED 4/7/73  
CASE TRIAL NUMBER 72-1-1234  
INITIATED 10-11-72

SUPERIOR COURT CRIMINAL DOCKET  
NORFOLK COUNTY

DEFENDANT: JONES, ALPHONSO IRWIN III SID-123456 LANG:  
IND 12345 10-10-72 CH123 5345 BREAKING & ENTERING IN NIGHT  
IND 12345 10-10-72 CH112 5468 BURG  
IND 12346 10-10-72 CH134 5477 ASSAULT  
IND 12347 10-10-72 CH134 5789 POSS BURG IMP  
IND 12348 10-10-72 CH90 537 UNREG MOTOR VEH  
ATTY: 10-10-72 LWR CRT HAWKINS, E.D. 10-12-72 LWR CRT ATTY WITHDRAWS  
INTERPRETER:  
DEFENDANT: SMITH, J. WALTER JR. SID-123457 LANG:  
IND 24680 10-10-72 CH123 4345 BREAKING & ENTERING  
IND 24681 10-10-72 CH246 5346 ASSAULT & BATTERY  
ATTY: 10-10-72 LWR CRT BRONSKI, N. 10-20-72 LWR CRT ATTY WITHDRAWS  
10-28-72 SMYTHE, FINLEY PVI.  
INTERPRETER:  
CASE CHRONOLOGY:  
10-10-72 DEFEND JONES; LWR CRT BAIL \$1000 SURETY  
BONDSMAN ATTONUCCI, A.  
DEFEND SMITH. LWR CRT BAIL \$500 PERS  
10-12-72 ARRAIGN. SCHED. FOR 10-15-72  
10-15-72 ARRAIGN. CONT., DEFEND UNAVAIL, NO ATTY; ARRAIGN. SCHED. FOR 10-20-72; JUDGE-WORTH, D.G., STENO-ARMOR, S.; PROSC.-HARLEY, T.; INTERP-CASINO, L.  
10-20-72 ARRAIGN. COMPT; TRIAL ASSIGN. 10-30-72; JUDGE-WORTH, D.G.; STENO-ARMOR, S.; PROSC.-HARLEY, T.; INTERP-MORENO, R.  
DEFEND JONES. SUPR CRT BAIL \$5000 SURETY  
BONDSMAN ATTONUCCI, A.  
DEFEND SMITH. SUPR CRT BAIL \$500 PERS  
HEARING SCHED. FOR 10-28-72  
MOTION TO SURPRESS EVIDENCE; MOTION TO DISMISS; MOTION TO REDUCE BAIL  
HEARING COMPT; TRIAL ASSIGN. 10-30-72; JUDGE-WORTH, D.G.; STENO-ARMOR, S.; PROSC.-HARLEY, T.; INTERP-CASINO, L.  
MOTION TO SURPRESS DENIED; MOTION TO DISMISS DENIED; MOTION TO REDUCE BAIL ALLOWED  
DEFEND JONES BAIL CHNGD \$2500 SURETY  
BONDSMAN ATTONUCCI, A.  
10-30-72 TRIAL ASSIGN. CONT., CNSL. UNAVAIL; TRIAL ASSIGN SCHED. 11-05-72; JUDGE-WORTH, D.G.; STENO-ARMOR, S.; PROSC.-HARLEY, T.; INTERP-CASINO, L.  
11-05-72 TRIAL SUSP.; JUDGE-WORTH, D.G.; STENO-ARMOR, S.; PROSC.-HARLEY, T.; INTERP-CASINO, L.  
DEFEND. JONES DEFAULTED  
11-10-72 TRIAL ASSIGN. SCHED. 11-19-72  
11-19-72 TRIAL ASSIGN. COMPT. JUDGE-SULLIVAN, J.L.; STENO-MURPHY, Y.; PROSC. ROGERS, J.P.; INTERP-MORENO, R.; TRIAL PARTICIPANTS  
DEFEND. JONES DEFAULT REMOVED  
TRIAL BEGUN 3:30 PM  
11-20-72 TRIAL COMPLETE 10:30 AM; SENT. SCHED. 11-30-72.  
DEFEND. JONES PLEADS GLTY TO TRESPASSING.  
11-30-72 SENT. COMPT. JUDGE-SULLIVAN, J.L.; STENO-MURPHY, Y.; PROSC.-ROGERS, J.P.; INTERP-MORENO, R.  
JONES, ALPHONSO III  
1-2345 COMMITTED TO INDETERM CONCORD, SUSPEND.  
1-2346 COMMITTED TO 3YR. - 6YR., CONCORD, SUSPEND; \$1000 REST  
2 YR. PROBATION AND PAYMENT OF RESTITUTION  
CONDITION OF JONE'S PROBATION, MUST VISIT TWICE A MONTH, MAKE \$100/MO. RESTITUTION



#### 3.2.5.12 Overdue Data

The overdue data reports shall be normally prepared daily for each TAC (see Figure 3.2.3.4), and shall be printed once a month at the Judicial Data Processing Center for review by the Chief Justice's staff. Reports for each Superior Court will remain separate and shall be printed on standard 14 7/8"x11" paper.

#### 3.2.6 Demand Report Subsystem

Court management reports available on demand will cover an indefinite period (in whole months) up to and including the present. Data for some reports will be required from not only the active case data base, but also from completed case history tapes.

All demand reports contain information from TAC's; some demand reports contain information on MAC's as well. Such reports will be identified in the text and will require data inputs from not only the TAC data base, but also from the MAC data base. In order to report on completed cases for both TAC's and MAC's, completed case tapes in whole month increments will also be required.

In each of the following sections one document is described. The figures are grouped at the end of this section and are illustrative; minor changes are acceptable. Such reports should be implemented in a manner that will facilitate future change or improvements. Figure 3.2.6 relates the data elements in the CCMS data base to the demand output reports, as described more fully in each section.

Any of the following reports shall be capable of being produced for each individual court, for each county, and/or for the entire court system. Reports, except query responses, shall be produced in batch mode after normal working hours; therefore, all of the resources of the computer may be used.

##### 3.2.6.1 Query Responses

As described in Section 3.2.2, certain query responses will result in printed output to a TAC's medium speed production printer as time becomes available. These reports shall include future calendars and the CTU docket-to-date. A more complete description is found in Section 3.2.2.1.5 and 3.2.2.3.2. Such reports shall be printed on paper as specified in CCMS-2 (the computer equipment and communications specification) paper at the TAC and shall use only the TAC data base.

	I/A break-down	New CTU Profile	Offense/Bail	Complt CTU Age	I/A Dispo	Sent/Offense	Calendar Tabulation
	S R C	S R C	S R C	S R C	S R C	S R C	S R C
CTU No.							
Court No.							
Date Initiated	X	X		X	X	X	X
Trier							
Date Begun							
Time Begun							
Date Complete							
Date & Time of Update							
Previous CTU No.							
Complete Date							
Defendant Name							
Alias(es)		X		X	X	X	
Instit. Code		X		X	X	X	
Address(es)							
Phone No.							
Date of Birth							
Soc. Sec. No.							
State I. D. No.							
Language Code							
Indigency							
Date of Arrest							
I/A No.							
I/A Date							
Felony or Misdemeanor							
Offense Statute							
Offense Literal							
Town of Offense							
Bail Code							
Bail Amount							
Arrgn. Plea							
Arrgn. Date							
Adjudication Code							
Adjudication Date							
Sent. Date							
Imprisonment Period							
Imprisonment Condition							
Imprisonment Institution							
Fine/Surfine Amount							
Fine/Surfine Condition							
Other Sentence							
Probation Period							
Date Civil Suit Began							
Date Civil Suit Ended							

I/A break-down	New CTU Profile			Offense/Bail			Complt CTU Age			I/A Dispo			Sent/Offense			Calendar Tabulation		
	S	R	C	S	R	C	S	R	C	S	R	C	S	R	C	S	R	C
Date of Sched. Next Event Date Next Event Time Sched. Session Sched. Room No. Sched. Est. Time Req. Schedule Code Authorized																		
Date of Appear. Judge Session Original Event Appearance Rslt. Reason for Cont. Stenog. Tape No. Interpreter Prosecutor																		
Date-Atty Act. Attorney Name Attorney No. Atty Activity Atty Code																		
Date-Def. Act. Defend. Activ. Notes																		
Date-Literal Literal-Entry																		
Witness Name Witness Address Witness Phone No. Witness Lang. Code Witness Institution Witness Affiliation Witness Name Withheld Code																		

Figure 3.2.6 (con't)

	I/A break-down	New CTU Profile	Offense/Bail	Complt CTU Age	I/A Dispo	Sent/Offense	Calendar Tabulation
	S R C	S R C	S R C	S R C	S R C	S R C	S R C
Link to Attorney File Attorney Name Attorney Number Firm Address Phone							
Link to Prosecutor File Prosecutor Name Prosecutor Number Affiliation							
Link to Bondsman/ Surety File Name Number Insurance Company Address Phone							

Figure 3.2.6 (cont'd)

#### 3.2.6.2 Indictments and Appeals Initiated

These two reports (Figure 3.2.6.2 A and B) shall list the indictments or appeals initiated during the specified period by chapter and section of the Massachusetts General Laws. Lists shall be produced for each TAC and MAC as well as for the Superior Court System as a whole. The total number of defendants associated with each offense as well as the total number of such offenses shall be shown. (One defendant with multiple offenses shall be tallied under more than one offense.) Two offense tables (for indictment and for appeal offenses) giving the Massachusetts General Laws chapter and section and a literal description shall be maintained in order to identify and standardize the literal description of the more common offenses. This table is subject to change and shall be implemented to facilitate revisions. If an offense is reported for which a value is not contained in the table the literal description from the CTU record itself shall be used on the report. These reports shall be produced on 14 7/8"x11" paper at the Judicial Data Processing Center and distributed by mail. A new page shall be produced for each county's report as well as a total page for the entire Superior Court (both TAC and MAC).

#### 3.2.6.3 New CTU Profile Report

A breakdown of the number of indictments or appeals per CTU, and of the number of defendants per CTU shall be provided for all CTU's initiated during the specified period in both TAC's and MAC's. (See Figure 3.2.6.3) This report shall be produced on standard 14 7/8"x11" paper at the Judicial Data Processing Center and distributed by mail. A separate page for each TAC county's report shall be prepared.

#### 3.2.6.4 Most Serious Offense and Arraignment Bail

Using the indictment offense codes and literals described in 3.2.6.2 a report showing the most serious offense and the bail set at arraignment in TAC's shall be prepared. (See Figure 3.2.6.4) The Judicial Data Processing Center shall produce this report on standard 14 7/8"x11" paper and distribute it by mail. A new page shall be used for each TAC's or each county's report.

#### 3.2.6.5 Age of Completed CTU's

All CTU's which have been completed at TAC's during the stated period shall be reported as shown in Figure 3.2.6.5. The age of a case at completion shall be reported in calendar days and shall be adjusted to remove time losses due to suspensions (e.g., default). This report shall be produced on standard 14 7/8"x11" paper at the

Judicial Data Processing Center with copies distributed by mail. A separate page shall be used for each TAC's or county's report.

#### 3.2.6.6 I/A Adjudication Reports

I/A Adjudication reports for indictments and for appeal cases shall be produced. (See Figure 3.2.6.6 A and B). Each indictment or appeal disposed during the period shall be reported. The defendant section of the report shall list only those defendants for whom all indictments or all appeals in a CTU have been disposed. This report shall be printed on 14 7/8"x11" paper at the Judicial Data Processing Center and distributed by mail. A separate page shall be used for each TAC's or county's report.

#### 3.2.6.7 Sentence Report

Using the tables of offenses (see 3.2.6.2), information shall be assembled on sentences imposed on defendants found or pleading guilty to such offenses at TAC's. The number of I/A's for each offense and the number of convicted defendants shall be tabulated. Since one defendant may be reported in more than one offense category, the actual number of defendants involved must be separately tabulated. (See Figure 3.2.6.7). A new page shall be used for each TAC's or county's reports.

The report shall be produced on standard 14 7/8"x11" paper at the Judicial Data Processing Center and copies distributed as required.

#### 3.2.6.8 MAC Active Case Report

Periodically the Judicial Data Processing Center shall produce a list of active cases for each MAC. All cases remaining in the MAC Active Case Data Base at the end of the month, following the final update of the file, the production of any monthly reports and the removal of completed cases, shall be listed in CTU number sequence (lowest number first). Each MAC's report shall begin on a separate page.

This list will be mailed to each MAC where it will be used to audit the data on file. Each MAC will verify the cases and submit any corrections to the Judicial Data Processing Center during the following month. The exact format of this report is left to the vendor, but shall be approved by the court.



#### 3.2.6.9 Defendant Bail and Attorney Report

As shown in Figure 3.2.6.9 this report shall list the type of attorney retained by each defendant in active TAC cases listed according to his bail. The report shall be produced in the Judicial Data Processing Center using standard 14 7/8"x11" paper and will be distributed by mail. The report for each county shall be printed on a separate page.

#### 3.2.6.10 Calendar Tabulation Report

The calendar tabulation report will be valuable for judges and other court personnel in scheduling or rescheduling events, while attempting to maintain an even workload. It shall show a month's summary of scheduled activity in the first session. The mnemonic codes used in the data element definition shall be translated into a brief, descriptive word/phrase for each type of event (see figure 3.2.6.10).

The month for which the report is desired will be provided as a parameter by the requesting TAC. Where the current month is requested (i.e., September's Calendar is requested on September 15th), all days prior to the current date may be left blank (or omitted, or noted as past). It shall be printed on 14 7/8" x 11" paper at each TAC.

#### 3.2.6.11 Additional Demand Reports

The Demand Reports described above have been characterized by a fixed format or data content. In addition, it is anticipated that there will be a need for reports for which the data content cannot

be specified at this time. Such reports will be produced (programmed) by the staff of the Judicial Data Processing Center using the software provided by the vendor as specified in Section 3.2.9.2.2.

#### 3.2.7 Annual Document Subsystem

No reports are planned for the CCMS solely for annual production. Such data will be compiled manually using the monthly court management reports described in Section 3.2.5 or the reports available on demand described in Section 3.2.6.

#### 3.2.8 MAC Data Entry Subsystem

As described in the CCMS System Specification (CCMS-1), certain courts will not be connected directly to the Judicial Data

DATE OF RUN 11/5/72  
TIME OF RUN 18:50

SUPERIOR COURT CRIMINAL CASE STATISTICS  
NORFOLK COUNTY

CTU'S (WITH INDICTMENTS) INITIATED BETWEEN  
JULY 1972 - OCTOBER 1972

<u>MGL CHAPTER/SECTION CODE</u>	<u>OFFENSE</u>	<u>NUMBER OF INDICTMENTS</u>	<u>NUMBER OF DEFENDANTS</u>
75/8A	ARSON	XX	X
80/10	FRAUD	XX	X
95/22D	STOLEN PROPERTY	XX	X
98/25	VANDALISM	X	X
101/15	NARCOTIC DRUG LAWS	X	X
103/2	GAMBLING	X	X
105/2	ROBBERY - ARMED	XX	X
110/3	ROBBERY - UNARMED	XX	X
204/11A	ASSAULT - GUN	X	X
205/11B	ASSAULT - KNIFE	X	X
215/5A	BURGLARY - FORCIBLE ENTRY	XXX	X
216/2	LARCENY - \$100 AND OVER	XXX	X
266/28	AUTO THEFT	XXXX	X
	TOTAL	XXX	

DATE OF RUN 11/5/72  
TIME OF RUN 18:50

SUPERIOR COURT CRIMINAL CASE STATISTICS  
NORFOLK COUNTY  
CTU'S (WITH APPEALS) INITIATED BETWEEN  
JULY 1972 - OCTOBER 1972

<u>CHAPTER/SECTION CODE</u>	<u>OFFENSE</u>	<u>NUMBER OF APPEALS</u>	<u>NUMBER OF DEFENDANTS</u>
XXX/XX	XXXXXX	XX	XX
	XXXXX	XX	XX
	XXXXX	XX	XX
	TOTAL	XXX	XXX

Figure 3.2.6.2 B

DATE OF RUN 11/5/72  
TIME OF RUN 18:04

SUPERIOR COURT CRIMINAL CASE STATISTICS  
NORFOLK COUNTY  
NEW CTU PROFILE  
FOR CTU'S INITIATED BETWEEN  
JULY 1972 - OCTOBER 1972

	NUMBER OF INDICTMENTS/APPEALS PER CTU							TOTAL
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5-7</u>	<u>8-10</u>	<u>MORE THAN 10</u>	

CTU'S BY NO.  
OF INDICTMENTS

X		X	X	X	X		X	X
---	--	---	---	---	---	--	---	---

CTU'S BY NO.  
OF APPEALS

X	X	X	X	X		X	X	X
---	---	---	---	---	--	---	---	---

NUMBER OF DEFENDANTS PER CTU

CTU'S BY NO.  
OF DEFENDANTS  
WITH INDICTMENTS

X	X	X	X	X			X	X
---	---	---	---	---	--	--	---	---

CTU'S BY NO.  
OF DEFENDANTS  
WITH APPEALS

X	X	X	X	X		X	X	X
---	---	---	---	---	--	---	---	---

DATE OF RUN 11/5/72  
TIME OF RUN 18:05

SUPERIOR COURT CRIMINAL CASE STATISTICS  
NORFOLK COUNTY

MOST SERIOUS OFFENSE AND BAIL SET AT ARRAIGNMENT  
CTU'S ARRAIGNED BETWEEN  
AUGUST 1972 - OCTOBER 1972

CHAPTER/SECTION CODE	OFFENSE	*NON SURETY		SURETY		AVG. AMT. PER DEFENDANT
		NO. DEFENDANTS	AVG. AMT. PER DEFENDANT	NO. DEFENDANTS	AVG. AMT. PER DEFENDANT	
75/8A	ARSON	X	XXX	X	XXX	
80/10	FRAUD	X	XXX	X	XXX	
95/22D	STOLEN PROPERTY	X	XXX	X	XXX	
98/25	VANDALISM	X	XXX	X	XXX	
101/15	NARCOTIC DRUG LAWS	X	XXX	X	XXX	
103/2	GAMBLING	X	XXX	X		
105/2	ROBBERY-ARMED	X	XXX			
110/3	ROBBERY-UNARMED			X		
204/11A	ASSAULT-GUN			X		
205/11B	ASSAULT-KNIFE			X		
215/5A	BURGLARY- FORCIBLE ENTRY			X		
216/2	LARCENY-\$100 AND OVER			X		
266/28	AUTO THEFT			X		
TOTAL		XXX		XXX		

\*PERSONAL RECOGNIZANCE WITH OR WITHOUT DEFAULT AMOUNT

Figure 3.2.6.4

SUPERIOR COURT CRIMINAL CASE STATISTICS  
 NORFOLK COUNTY  
 AGE REPORT FOR COMPLETED CTU'S  
 FOR THE PERIOD  
 JULY 1972 - OCTOBER 1972

DATE OF RUN 11/5/72  
 TIME OF RUN 18:05

	AGE OF CASE					OVER 365 DAYS	TOTAL
	0-45 DAYS	46-90 DAYS	91-180 DAYS	181-270 DAYS	271-365 DAYS		
<u>INDICTMENT CTU'S</u>							
NO. CTU'S COMPLETED	X	X	X	X	X	X	X
AVG. NO. DEFENDANTS/CTU	X	X	X	X	X	X	X
AVG. NO. APPEALS/CTU	X	X	X	X	X	X	X
AVG. NO. CONTINUANCES/CTU	X	X	X	X	X	X	X
AVG. NO. SUSPENSION DAYS/ CTU	X	X	X	X	X	X	X
AVG. NO. DEFAULT DAYS/CTU	X	X	X	X	X	X	X
<u>APPEAL CTU'S</u>							
NO. CTU COMPLETED	X	X	X	X	X	X	X
AVG. NO. DEFENDANTS/CTU	X	X	X	X	X	X	X
AVG. NO. APPEALS/CTU	X	X	X	X	X	X	X
AVG. NO. CONTINUANCES/CTU	X	X	X	X	X	X	X
AVG. NO. SUSPENSION DAYS/ CTU	X	X	X	X	X	X	X
AVG. NO. DEFAULT DAYS/CTU	X	X	X	X	X	X	X

Figure 3.2.6.5



<u>PLEA SECTION</u>	<u>NO. OF INDICTMENTS</u>		
	WITHOUT JURY	6-PERSON JURY	12-PERSON JURY
PLEAD GUILTY TO ORIGINAL OFFENSE		XX	
PLEAD GUILTY TO LESSER OFFENSE		XX	
DISMISSED		XX	
CONTINUED WITHOUT FINDING		XX	
OTHER			
<u>TRIAL SECTION</u>	<u>NO. OF INDICTMENTS</u>		
	WITHOUT JURY	6-PERSON JURY	12-PERSON JURY
GUILTY OF ORIGINAL OFFENSE	X	X	X
GUILTY OF LESSER OFFENSE	X	X	X
NOT GUILTY	X	X	X
NOT GUILTY - DIRECTED VERDICT	X	X	X
PLEAD GUILTY TO ORIGINAL OFFENSE	X	X	X
PLEAD GUILTY TO LESSER OFFENSE	X	X	X
DISMISSED	X	X	X
CONTINUED WITHOUT FINDING	X	X	X
<u>DEFENDANT SECTION</u>	<u>NO. OF INDICTMENTS</u>		
	WITHOUT JURY	6-PERSON JURY	12-PERSON JURY
NUMBER OF DEFENDANTS DISPOSED BY PLEA	XX		
NUMBER OF DEFENDANTS DISPOSED BY TRIAL	XX		
NUMBER OF DEFENDANTS WITH MIXED DISPOSITION	XX		
TOTAL DEFENDANTS DISPOSED	XXX		

SUPERIOR COURT CRIMINAL CASE STATISTICS  
 NORFOLK COUNTY  
 APPEAL ADJUDICATION REPORT  
 FOR THE PERIOD  
 JULY 1972 - OCTOBER 1972  
 DATE OF RUN 11/5/72  
 TIME OF RUN 18:06

PRE-TRIAL ADJUDICATION		NO. OF APPEALS		NO. OF APPEALS		TOTALS
		WITHOUT JURY	6-PERSON JURY	12-PERSON JURY		
PLEAD GUILTY TO ORIGINAL OFFENSE		XX			X	X
PLEAD GUILTY TO LESSER OFFENSE		XX			X	X
DISMISSED		XX			X	X
CONTINUED WITHOUT FINDING		XX			X	X
APPEAL WITHDRAWN		XX			X	X
APPEAL RETURNED TO LOWER COURT		XX			X	X
NOLLE PROSEC.		XX			X	X
TRIAL ADJUDICATION		NO. OF APPEALS		NO. OF APPEALS		TOTALS
		WITHOUT JURY	6-PERSON JURY	12-PERSON JURY		
GUILTY OF ORIGINAL OFFENSE		X			X	X
GUILTY OF LESSER OFFENSE		X			X	X
NOT GUILTY		X			X	X
NOT GUILTY-DIRECTED VERDICT					X	X
PLEAD GUILTY TO ORIGINAL OFFENSE		X			X	X
PLEAD GUILTY TO LESSER OFFENSE		X			X	X
DISMISSED		X			X	X
CONTINUED WITHOUT FINDING		X			X	X
NOLO CONTEND		X			X	X
DEFENDANT SECTION		NO. OF APPEALS		NO. OF APPEALS		TOTALS
		WITHOUT JURY	6-PERSON JURY	12-PERSON JURY		
NUMBER OF DEFENDANTS DISPOSED BY PLEA		XX				XX
NUMBER OF DEFENDANTS DISPOSED BY TRIAL		XX				XX
NUMBER OF DEFENDANTS WITH MIXED DISPOSITION		XX				XX
TOTAL CTU'S DISPOSED		XXX				XXX
TOTAL DEFENDANTS DISPOSED		XXX				XXX

Figure 3.2.6.6 B

SUPERIOR COURT CRIMINAL CASE STATISTICS

NORFOLK COUNTY

SENTENCE REPORT

FOR THE PERIOD

JULY 1972 - OCTOBER 1972

DATE OF RUN 11/5/72  
TIME OF RUN 18:06

OFFENSE	NUMBER J/A'S	INCARCERATION				STATE PRISON NO.	AVG. MIN.	CONDITIONS		FINE/COSTS			OTHER		
		H/C - JAIL NO.	AVG. MIN.	REFORMATORY NO.	AVG. MIN.			INDE.	FULL SUSP.	NO.	AVG. NO. AMT. SUSP. COST	SP	FL	LF	DH
ARSON	XX	X	X	X	X			X	X	X			X		
FRAUD	XX			XX	X							X			X
STOLEN PROPERTY	XX	X	X						X						
NARCOTIC DRUG LAWS	XX					XX	X				X				
GAMBLING	XX														
ROBBERY/ ARMED	XX	X	X												
ROBBERY/ UNARMED	XX					XX	X		X				X		
ASSAULT- GUN	XX														
OTHER	XXX										X				X
TOTAL	XXX	XXX		XXX		XXX									

TOTAL NUMBER DEFENDANTS REPRESENTED ABOVE XXX  
TOTAL NUMBER DEFENDANTS PLACED ON PROBATION XXX

Figure 3.2.6.7

SUPERIOR COURT CRIMINAL CASE STATISTICS  
NORFOLK COUNTY  
DEFENDANT BAIL AND ATTORNEY REPORT  
FOR THE PERIOD  
AUGUST 1972 - OCTOBER 1972

DATE OF RUN 11/5/72  
TIME OF RUN 18:07

BAIL AMOUNTS	<u>ALL SURETY</u>			<u>NON SURETY</u>			<u>SURETY JN CUSTODY</u>		
	<u>PVT</u>	<u>ATY</u>	<u>MDC</u>	<u>OTHER</u>	<u>APT</u>	<u>D</u>	<u>ATY</u>	<u>NO</u>	<u>ATY</u>
\$0									
\$1-\$100	XX	XX	XX	XX	XX	XX	XX	XX	XX
\$101-\$500	XX	XX	XX	XX	XX	XX	XX	XX	XX
\$501-\$1000	XX	XX	XX	XX	XX	XX	XX	XX	XX
\$1001-\$5000	XX	XX	XX	XX	XX	XX	XX	XX	XX
OVER \$5000	XX	XX	XX	XX	XX	XX	XX	XX	XX
NO BAIL	X	X	X	X	X	X	X	X	X
TOTAL	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX	XXX

\*STATUS FOR ALL DEFENDANTS AT THE END OF THE MONTH  
\*\*PERSONAL RECOGNIZANCE WITH OR WITHOUT DEFAULT AMOUNT

SUPERIOR COURT CRIMINAL CASE STATISTICS

Date of Run 6/28/72  
Time of Run 15:23

JULY CALENDAR TABULATION REPORT

SUFFOLK COUNTY

	S	M	T	W	T	F	S
Trial Assignment							
Trial			25	40	20		
Hearings			1	0	2		
Plea			1	2	3		
Sentence			3	2	4		
Others			0	2	1		
			6	4	2		
Trial Assignment							
Trial			24	26	19		
Hearings			3	3	0		
Plea			3	1*	4		
Sentence			3	2	4		
Others			2	4	1		
			4	1	1		
Trial Assignment							
Trial			28	25	20		
Hearings			1	3	5		
Plea			4	2	2		
Sentence			3	2	3		
Others			3	3	1		
			5	4	2		
Trial Assignment							
Trial			25	24	26		
Hearings			3	0	2		
Plea			2	3	2		
Sentence			2	1	4		
Others			3	4	2		
			3		1		
Trial Assignment							
Trial			19	25	30		
Hearings			0	4	4		
Plea			3	1	1		
Sentence			3	3	3		
Others			2	2	2		
			4	2	2		

This report shows all events scheduled for the first session unless noted with an asterisk (\*).

Figure 3.2.6.10

Processing Center. Such MAC's (Mail Access Courts) will submit information on case activity to the Judicial Data Processing Center where a MAC data base will be established. Using this data base, certain Superior Court System Monthly and demand reports will be produced.

#### 3.2.8.1 MAC Inputs

None of the MAC's listed in volume I of this specification, shall have the CCMS equipment configuration of a TAC. The dockets and other operational documents will be prepared in the traditional manual manner with the following exceptions:

- a. The District Attorney's Office shall establish a CTU grouping and complete a "MAC CTU Initiation Form" containing at least the following:
  1. Court Number
  2. Case Trial Unit Number (to be assigned by the Clerk's Office)
  3. Date CTU Initiated
  4. Number of Defendants
  5. Indictment/Appeal Number(s)
  6. Indictment/Appeal Date(s)
  7. Indictment/Appeal Offense Description(s)
- b. One copy of the "MAC CTU Initiation Form" will be retained by the District Attorney; three copies will be given to the Clerk who, upon verifying the data and setting up a folder, will send one copy to the Judicial Data Processing Center. One of the copies given to the Clerk will be retained as a permanent record in the CTU folder, while the other copy will be used to report the completion of the CTU.
- c. As these forms arrive at the Judicial Data Processing Center, the data will be entered via a terminal into the MAC Active Case Data Base. The volume of such transactions is quite small, so that entry may be accomplished as time becomes available on the Data Processing Center's terminal. By month-end an up-to-date MAC data base shall be available for producing output documents.



- d. When an operator uses the MAC Data Entry Subsystem, the CCMS shall provide a format on the terminal screen into which the operator will enter data. Following sight verification the operator will signal the CCMS to process the data. All data elements shall be verified according to the Data Element Definitions (Appendix II). If any errors are detected, a message shall be returned to the terminal where it will be corrected by the operator.
- e. The District Attorney, the Clerk, and all MAC court personnel will utilize the CTU number in calendars, dockets, trial lists, index cards and on official correspondence.
- f. After settlement, withdrawal or other disposition of an indictment or appeal, the following information will be entered on the Clerk's retained copy of the "MAC CTU Initiation Form."
  - 1. Trier (e.g., Judge, Jury of 12, other)
  - 2. Name of Judge at disposition
  - 3. Disposition, Verdict (e.g., finding or plea), for each I/A.
  - 4. Date of Disposition for each I/A.
  - 5. Sentence or Probation date: Imprisonment period and condition: Fine/Surfine amount and conditions: Probation Period.
- g. Following the disposition of all I/A's in a CTU, the completed form will be sent to the Judicial Data Processing Center where the data will be added as described in "c" above to the MAC Active Case Data Base.

#### 3.2.8.2 MAC Outputs

The outputs from the MAC Data entry subsystem will be a file of active cases for these courts. This file may be either on-line, off-line, or a combination of the two (e.g., periodically read into on-line storage from a tape file, updated, and stored on tape). The content of this file is shown in Figure 10.2.4.

### 3.2.8.3 MAC Processing

After the MAC Data Entry Subsystem has been selected by a terminal operator, three choices shall be offered; initiate a new case, correct an existing entry, or complete a case. The processing for each is described below. Such activities shall not be recorded on the Transaction Log.

#### 3.2.8.3.1 Initial Entry

Unlike TAC cases, where the CTU number is assigned by the computer, the Clerk's Office will assign numbers to CTU's established at MAC's. The number format shall be checked by the CCMS, and, if no error is detected, the remaining initial entry data shall be accepted.

For each CTU there shall be at least one defendant and one indictment or appeal. Within the CTU portion of the record, and within each of the I/A portions, all initial entry data elements shown above shall be mandatory. Each data element shall be verified as specified in the Data Element Definitions (see Appendix II).

#### 3.2.8.3.2 MAC Error Correction Entry

When it is necessary to add to, change or delete a record or portion of a record, the correction option will be selected. The operator will enter the CTU number which shall be verified by first checking the format, and second, by determining if it is an active value. Before any corrections are actually made, the CCMS shall display the existing CTU data (or key portions of the data). A list of corrective actions (e.g., add, delete, change) shall be presented to the operator who will select one. Changes shall be made by typing over the existing entry as it appears on the screen. Deletions shall be performed by typing a code in conjunction with the displayed value and additions shall be made by filling in a format on the screen, similar to the initial entry. Whenever additions or changes are made, each new data element shall be checked according to the specifications in the Data Element Definitions. Upon completion of a correction, each CTU shall have a least one defendant and one I/A. Within the CTU portion of the record and within each of the I/A portions at least the data elements listed in Section 3.2.8.1 A above shall be present.

#### 3.2.8.3.3 Completion Entry

Following the settlement of a CTU, another copy of the MAC CTU Initiation Form, which has been updated to include all dispositions, will be forwarded to the Judicial Data Processing Center. An operator will select the MAC Case Completion software on the terminal. After verifying the CTU number (see above), the CCMS shall display the existing CTU data (or key portions) along with a format for entering disposition data on the screen. When the data has been entered and sight verified, the CCMS will be signalled and data shall be verified according to the specification in the data element definitions.

All data shown in 1-4, of Section 3.2.8.1 F for a completion entry shall be provided. Also, a sentence or probation date, and one or more of the imprisonment, fine/surfine and probation data elements shall be entered. Any errors or omissions detected shall be displayed on the terminal screen for the operator to correct. No "Case Complete" date shall be allowed unless every I/A in that case has a valid disposition.

#### 3.2.8.4 Purging MAC Active Case Data Base

Following the final update for the month of the MAC Active Case Data Base and the preparation of all monthly reports, a program shall be run to remove all completed (i.e., disposed) CTU's and to store them on a separate MAC Completed Case File. All precautions

shall be taken to insure the integrity of data transferred, that no records are lost or altered. The format of this file, which can be entirely off-line, is left to the vendor but shall be approved by the court.

### 3.2.9 System Maintenance and Support Subsystems

In addition to the on and off-line CCMS application software, which gather information from or present information to the system users, there is other software necessary for the successful operation of the CCMS. Maintenance and control software, which will not routinely interface with TAC users, but which will be executed at the Judicial Data Processing Center is necessary to insure system security, optimize the structure of and access to the data base, facilitate program maintenance, and provide certain support service functions. The following sections shall comprise the minimum set of maintenance and support software required.

#### 3.2.9.1 On-Line Support and Maintenance Software

Although most support and maintenance software will be executed off-line and in batch mode, certain situations require interaction of a user or a simulated user with the CCMS via an on-line terminal.

##### 3.2.9.1.1 Simulation of Query Terminal

It shall be possible for system support personnel to gain access to the CCMS on-line data base from a maintenance terminal(s) at the Judicial Data Processing Center. This terminal shall, in effect, "simulate" any other terminal in the CCMS network. Such access shall be possible in query mode only; no data updates, changes, additions or corrections shall be allowed. All such queries shall be recorded on the Transaction Log as having originated within the Judicial Data Processing Center. Procedures of the center and its physical structure will attempt to prevent unauthorized access to this terminal. In addition, to gain access to the CCMS on-line data base, the operator shall provide an individually assigned password, identification code or electro-mechanical device (e.g., badge reader). All queries described in Section 3.2.2 On-Line Query, shall be possible through this terminal.

##### 3.2.9.1.2 Maintenance of On-Line Programs and Test Data Base

For the staff of the Judicial Data Processing Center to maintain the application software, they will require the ability to use all of the on-line subsystems. Since it is not feasible to test the on-line data entry subsystems with the "live" data base, the vendor shall provide the means to easily establish a separate data base of

test data. This shall be manipulated from, and be available to, only the maintenance terminal(s). Test data shall not appear on normal weekly, monthly, or demand reports or on any other output documents.

Such test data shall be available for updates and queries from maintenance terminals as well as for special runs of the off-line document preparation subsystem. For example, this test data shall, if required, be printed onto notices, calendars, data collection forms, alert reports, dockets and month-end management reports.

### 3.2.9.2 Off-Line Support and Maintenance

The bulk of the support and maintenance program for the CCMS will be off-line or batch systems. Each shall adhere to all the programming criteria and standards of the CCMS as described in Sections 3.2.9 and 3.2.10. In addition, each shall be capable of being executed in background partitions of the computer hardware except where noted otherwise.

Each of the following sections describes maintenance or support functions. Because they will be executed at the Judicial Data Processing Center and will not interact with the users at the courts throughout the State, the format of the output documents is not specified. It shall be the responsibility of the vendor to design and secure approval from the court for any such output documents.

#### 3.2.9.2.1 Operating or Supervisory System

The vendor shall provide supervisory or operating systems software for the proposed hardware configuration which perform at least the following types of functions:

- Control the execution of on-and off-line application programs.
- Allocate and control memory and storage resources.
- Control all elements of hardware (i.e., terminals, storage devices, etc.)
- Reconfigure the system to allow useful output with some hardware units inoperative.
- Provide recovery from failure, power interruptions.
- Support both the operation of the central computer and operation of a network of terminals.



In order to minimize implementation and maintenance problems, the supervisory or operating system shall be composed of standard software packages with proven records of performance in the field. Such a system shall be readily adaptable to any proposed changes in equipment or to modifications of application software.

#### 3.2.9.2.2 Data Management Systems, Compilers, Assemblers, and Support Software

It is essential in a system of the magnitude of the CCMS that program maintenance be facilitated. Modifying file structures, changing specific data elements, modifying display format, altering record formats, producing new reports and adding new applications will occur as experience is gained through system operation. Accordingly, great importance shall be placed on having a repertoire of basic capabilities to facilitate such changes. Examples include, but are not limited to, assembler programs, compilers, communications interface software, data management systems, remote terminal software packages and display terminal software packages. It shall be possible to interface these various capabilities (e.g., programs created using the data management system should be capable of interfacing with more traditional compiled programs or routines). Such generic software packages shall include all those used by the vendor to produce the CCMS itself. All such software shall be standard packages with proven records of performance.

#### 3.2.9.2.3 Support Software

Other standard software packages which provide routine data processing center support functions shall be provided. This software shall include, but is not limited to, providing the following:

- File listings
- Data maps
- Program listings
- Reproduce data files
- File, sort, merge, and other standard software capabilities
- Record and catalogue files
- Text/File Editing

All such program packages shall be standard items with proven records of performance.

#### 3.2.9.2.4 Data Base Restructure and Verification

Heavy utilization of the on-line data base may result in inefficient distribution of data throughout the physical storage devices, which in turn may result in degraded CCMS performance. In order to improve operation, software shall be provided to periodically reorganize the on-line data base.

This software shall additionally check for certain error conditions. First, it shall insure that all pointers, links, or chains between data segments are complete. For example, in some situations there will be a pointer from data segment A to data segment B and another from B back to A. The software shall verify that these pointers are correct.

Certain data segments must exist. For example, each CTU must have at least one Defendant Segment, and each Defendant Segment must have at least one I/A Segment. This too shall be verified by the software. Further verification is possible based on data content. Thus, based on the content of one segment the existence of another segment can be determined and then verified. All such error detection routines shall be included in the software which periodically restructures the on-line data base.

This program shall be structured to allow additional error detecting routines to be added if they are deemed necessary based on experience with the CCMS.

Since this software will normally require the entire data base to remain fixed while it is being restructured and verified, it shall not be necessary to operate in background mode. The report format for any errors detected during execution shall be proposed by the vendor and approved by the court.

#### 3.2.9.2.5 Transaction Log Reporting and Consolidation

Every on-line access to the CCMS data base, whether for update or inquiry, shall be recorded on the CCMS Transaction Log. Software shall be provided to summarize and record data which must include the following:

- A. Summaries of all transactions by source (i.e., TAC and/or specific terminal) and by type of transactions. These reports should include a summary of unsuccessful attempts



to query or to update the data base, (i.e., queries which were unsuccessful because of security restrictions).

- B. A detailed chronological list of all transactions for a specific TAC or for a specific terminal. This requirement must be coordinated with Section 3.2.3.1.9, "Daily Activity Report."
- C. A detailed listing of all unsuccessful updates or queries as detected by access control software.

The exact formats of these reports shall be proposed by the vendor and approved by the court. Not all reports will be produced on a regular basis; a means of selecting the report to be produced shall be required.

In order to facilitate storage, software shall be provided to consolidate daily the Transaction Log into weekly and/or monthly tapes. Appropriate controls and verifications shall be provided to insure data integrity, to prevent inadvertent loss or alteration of data. The Transaction Log reporting and consolidation program shall be capable of being run in background mode.

#### 3.2.9.2.6 Maintenance of CCMS Data Files

When adding new records to the support files, certain data elements must be present, and are shown in Figure 3.2.9.2.6. For records in the Attorney and Prosecutor Files, the Attorney number shall be the first data element entered. If the number already exists in the file, the associated data shall be printed at the terminal. If the existing attorney name differs from that to be entered, the erroneous name or number must be corrected prior to entry of the new record. Errors can be due to either misspelling or transposition of numbers. Any changes made to existing support file records must be reflected in all CTU records.

If a surety number exists, the same procedure shall be used for new Bondsman/Surety File records.

Once created, the Municipal Police File will be fairly static changes may result from address or telephone changes, however, the total number of records is consistent.

Software to purge the Attorney, Prosecutor, and Bondsmen files shall be provided. Such software shall delete records which have a "date of last activity" earlier than a date which will be provided as a parameter. The format of the printout showing the complete content of the deleted record and the date of purge shall be

Attorney File Record

Attorney Name	M
Attorney Number	M
Firm	
Address	M
Phone	
Links: Defendant No.	
Date Record Last Referenced	M

Bondsman/Surety File Record

Name	M
Surety Number	
Firm	
Address	M
Phone	
Links: I/A No.	
Date Record Last Referenced	M

Prosecutor File Record

Attorney Name	M
Attorney Number	M
Affiliation	M
Links: CTU Numbers	
Date Record Last Referenced	M

Data Elements for the  
Support File Records

Figure 3.2.9.2.6

proposed by the vendor and approved by the Court. A different purging parameter may be provided for each of the three above-mentioned files.

Under no circumstances shall the on-line CTU file be accessible to this program.

#### 3.2.9.2.7 Maintenance of Program Support Data

The capability shall be provided to modify program support data which is stored in on-line files (see Section 10.1.3, Appendix I). Data such as valid code values, literal code interpretations, wording of printed messages, and other on-line program data will be subject to infrequent but necessary additions, deletions, and changes. The format of this report shall be proposed by the vendor and approved by the court.

Before any changes of such data can be made, a thorough review and acceptance by the Judicial Data Processing Center staff of program documentation will be necessary to insure that the proposed change would not effect the execution of any existing programs. Program and data base documentation shall be adequate to support such analysis.

#### 3.2.10 Special Requirements

The CCMS software shall conform to the special requirements described in the following sections.

##### 3.2.10.1 Facilitate Software Maintenance

It is anticipated that the software produced for the CCMS will undergo many changes as experience is gained with its operation. Such changes may be minor, such as restructuring the format of an output report, modifying the format or content of a CRT display, altering the code structures of a data element, or modifying the data verification built into the on-line update programs. Or there may be major changes such as restructuring an applications program, adding a new output report, or adding entirely new functions to the CCMS. The structure and content of the CCMS software shall be such that it not only allows such application software maintenance but facilitates it.

All software shall, whenever practical, be written in ANSI COBOL. Proven support software shall be employed in constructing the CCMS, including as necessary, a general purpose data management system (GPDM), a remote terminal control package, and a terminal screen control package.

The programming practices employed in producing the CCMS shall also be designed to facilitate future maintenance. Clearly defined subroutines, routines, macros, and program modules shall be used wherever possible. Any such programming elements shall be clearly documented. Several levels of program aides can be utilized. At the lowest level are the basic routines to verify data elements while at the opposite extreme are the program modules that might be used in several subsystems. (See Section 6)

Insofar as possible, all programming shall use standard data element names and definitions. If a data element is later changed, all references to the data element can be readily identified. Using the documentation (see Section 3.4.2) provided, it shall be possible for Judicial Data Processing Center personnel to change a data element definition in the data base, and to readily recompile or reassemble all affected application programs.

#### 3.2.10.2 Allow Multiple Users

The on-line data entry and query subsystems shall be available to more than one user simultaneously, (e.g., multiple terminals shall be able to use the CTU Initiation Subsystem at the same time. Similarly multiple terminals shall be able to inquire about the status of different CTU's at the same time).

A more complicated problem is the multiple use of data. In theory, the query of a record which is simultaneously being updated is not a problem, since the query response will include the time and date of last update from which the inquirer can determine whether the latest information has been added. However, in situations where a user attempts to update a record which is already being updated from another source, problems may develop. In order to maintain continuity of pointers or links, it shall be necessary to prevent any such secondary update. The vendor shall use techniques which insure data base integrity in the event of simultaneous attempts to access the same record.

#### 3.2.10.3 Data Base Accessibility

The CCMS software shall be designed to exercise control over the accessibility of the data base. The degree of control varies with the elements of data. The following rules shall be observed:

- A. All terminals will require some operator sign-on and identification routine to be activated. Hardware devices such as badge readers, software routines or combinations shall be acceptable.

- B. Within a TAC certain terminals shall have query-only capability. Such terminals shall accept no updates.
- C. Within a TAC other terminals shall have query capability plus the Clerk's update capability, which includes the following on-line subsystems: Initial Entry, Arraignment, Court Appearance, Disposition, Sentencing and Probation, D. A. Scheduling, and General Update. Such terminals shall accept no other updates. All updates to the CCMS data base through these terminals shall require a positive identification of the terminal operator or each transaction, which will be recorded on the Transaction Log.
- D. In the District Attorney's Office the terminal(s) shall have query capability plus D.A. input capability. All updates to the CCMS data base through these terminals shall require a positive identification of the terminal operator for each transaction, which will be recorded on the Transaction Log.
- E. In every TAC one terminal in the Clerk's Office shall be designated as the Error Correction Terminal. It shall have query capabilities, Clerk's update facilities and an error correction capability. Although the first two of these shall be exercised with no greater restraint than is normally imposed on such activities, the error correction capability shall be more stringently controlled. (See Section 3.2.1.9)
- F. Queries regarding witnesses may be made only from the D. A.'s terminals within the county originating the CTU.
- G. Any failure to successfully update or query the data base shall be recorded on the Transaction Log, along with the operator identification.
- H. Non-terminal access to the data base by the Judicial Data Processing Center shall also be controlled. Standard software support (Section 3.2.9.2.3) as well as special purpose programs shall be prohibited from accessing the data base without controls. Such controls may be accomplished by hardware, software, or a combination, and must be capable of deterring an experienced programmer who does not have specific knowledge of the CCMS Access Control Software from deliberately modifying, or any programmer from accidentally modifying, the application software.



#### 3.2.10.4 Expandable Software

As described in the system specification (Volume I), the CCMS will be implemented first in the Norfolk County Superior Court, then expanded to include Norfolk and Suffolk Counties, and, finally, expanded to all designated TAC's. The software produced for the CCMS shall be capable of accommodating this planned growth. Depending upon the hardware proposed, the software shall be capable of operating on different machine configurations at different stages in the growth. Storage requirements will grow during implementation phases as well as during subsequent system expansion; the software shall be capable of accommodating this. If CPU changes are necessary during this growth and expansion, the software may have to be recompiled/assembled. Facilities to accomplish this shall be provided and the procedures clearly defined. Any anticipated problems shall be identified.

#### 3.2.10.5 Recovery

Any system operating in real-time over a terminal network will encounter problems when equipment or communication facilities become inoperative. Interruptions will occur because of power failure, equipment malfunction, or software errors. Refer to the CCMS hardware specifications (CCMS-2) for recovery procedures for power failure, equipment malfunction or problems of a similar nature. Software errors will require the attention of the system programmers. The vendor shall provide complete recovery software and procedures to maintain the data base and software integrity in all but the most catastrophic failures.

Such failures may be of varying degrees of severity. The vendor shall document a means of identifying and recovering from such interruptions in a recovery procedures handbook for use by the Judicial Data Processing Center. Recovery software shall meet two requirements. Journalling using the Transaction Log shall be designed to safeguard data and facilitate recreation of all file updates subsequent to failure. Duplicate disks or tapes or equivalent snapshot methods shall be generated daily as backup support for the files. The disks or tapes shall be retained, with copies stored remotely, for additional safety. The vendor shall propose a scheme for backup data which not only protects against destruction of current files, but provides some protection against gradual degeneration of the data base caused by undetected errors. (e.g., "In addition to the three latest generations of data, store 3 preceeding end-of-week snapshots, and the preceeding eleven month-end snapshots".)



Insofar as possible, terminal users shall be advised of the equipment status when problems of this nature occur. Every attempt shall be made to avoid "dead" (i.e., inoperative and unresponsive) terminals at remote locations with no indication of what is happening. Recovery procedures shall identify the point at which processing was terminated when the failure occurred, and "fail soft" or graceful degradation of machine performance, will be sought for all but the most catastrophic failure.

#### 3.2.10.6 Software Designed to Minimize Failure

All software shall be designed and implemented to anticipate and exclude any events which might cause serious system malfunctions. Several examples follow:

If a report were being produced from the on-line data base and an invalid code value were encountered, the system shall be capable of continued operation. Depending on the circumstances, the particular value would be omitted, the entire record would be skipped, or an "invalid code" message may be printed with a message to the operator to identify the erroneous data value. The responsible TAC could then review and correct the error. Because all data shall have been verified upon entry, such an error may also require maintenance personnel to be notified.

When storing, transporting, or entering data, precautions shall be taken that old data has been cleared and does not contaminate new entries. For example, a two-character number read into a register may overlay a larger (e.g., eight-character number), replacing the last two characters but leaving the other six unchanged. In subsequent processing this erroneous eight-character "value" will cause problems.

The vendor shall review the software design, and shall utilize management practices which will eliminate these and similar design flaws which might lead to serious failures.

#### 3.2.10.7 Access Control to Software

In addition to the data base controls described in section 3.2.10.3, there shall be controls on access and changes to the computer programs themselves. The support software shall not have direct access to CCMS application software without controls to prevent unauthorized or inadvertent modification. Such controls may be accomplished by hardware, software, or any combination of the two and shall be capable of deterring an experienced programmer who does not have specific knowledge of CCMS Access Control Software, from

deliberately modifying the application software, or prevent any programmer from accidentally modifying the application software.

#### 3.2.10.8 Judicial Data Processing Center Personnel

The personnel employed at the Judicial Data Processing Center to operate the CCMS will be professional computer operators; however, they will function as programmers. CCMS software and associated operational instructions shall clearly indicate for this skill level the action to be taken in every type of situation. Startup, recovery, batch program initiation, and all other procedures shall be clearly defined. An operator shall be able to readily recognize various machine and network malfunctions, or they shall be recognized by the machine itself so that the operator may be notified and appropriate action may be taken.

A limited number of programming personnel will be employed at the Judicial Data Processing Center. The programming practices, languages, routines and other aides to maintenance (see Section 3.2.10.1 above) shall be clearly defined in the software documentation (see Section 3.4). "Where-used" information for each routine, subroutine or program that is repeated in more than one portion of the CCMS software shall be included. All generic and application software shall be structured to allow maintenance by the limited staff described in CCMS System Specification (CMS-1).

#### 3.2.10.9 On-Line Superior Court Personnel

The terminals and associated software used at the TAC's will be operated by personnel with a secretarial or senior-clerical background. The terminals shall be selected and software designed with this in mind. Programming techniques which facilitate the job of such personnel shall include, but are not limited to the following (see also Computer and Communications Hardware Specification CCMS-2):

- Use different intensity, size, color, etc., characters to distinguish data from format on the terminal screen.
- Automatically locate the cursor at the beginning of the next data entry.
- Automatically locate the cursor (tab) at any data element where an error has been detected.
- Devise clear and concise error messages.
- Prepare clear, concise documentation for terminal users.

- Speed interaction with the computer and avoid lengthy delays for transmission (e.g., by transmitting only data back to the computer following an update; by overlapping transmission with processing).

### 3.3 Adaptation

As described in the CCMS System Specification CCMS-1, this system will operate first in the Norfolk County Superior Court, second in the Norfolk and Suffolk County Superior Courts and eventually in eight counties in the Commonwealth. All TAC's shall use the same software, which shall adapt to the increasing volume of cases and transactions as new courts are added (see Appendix to CCMS-1). The software shall also operate on the equipment configurations supplied by the vendor at each stage of the system's growth.

### 3.4 Documentation

The general approach required in CCMS Software Documentation is described in the CCMS System Specification, CCMS-1, and in Appendix IV of System Standards 1, published by the Massachusetts Committee on Law Enforcement and Administration of Criminal Justice. The following two types of software documentation shall be required: Operational Manuals and Program Documentation. Additional detailed requirements are described below.

#### 3.4.1 Operational Manuals

Operational Manuals shall describe how the users interact with the CCMS system. Such documentation will be of two general types: (a) manuals for the computer operation and (b) manuals for users of the system in the TAC's and MAC's.

##### 3.4.1.1 Computer Operations

Computer operations personnel shall be provided with detailed manuals which describe explicitly how the CCMS software is to be operated including, but not limited to: initiation of on-line programs, monitoring of on-line system performance, operation of off-line programs, operation of maintenance programs and recovery procedures (see Section 3.2.10.5).

These manuals shall enable computer operators and operations support personnel to execute and monitor the CCMS application software using the Judicial Data Processing Center facilities and equipment.

Operation manuals shall describe the use of all operating supervisory and support software provided.

#### 3.4.1.2 Users Manuals

Users manuals must be provided to the TAC's and MAC's which describe the operation of the CCMS using the on-line terminals or new manually prepared forms. For each TAC, separate manuals shall be necessary for the Clerk's updates, for the District Attorney's updates, for special activities such as error corrections, and for queries. Such manuals, which shall be designed to be easily utilized by court personnel, shall contain a general description of the CCMS, instructions for all standard operations, and descriptions of the manner in which various unusual situations are to be handled.

For a MAC a manual describing the use of the manual forms shall be provided.

A reference manual for all output reports, their content, their usage, a precise definition of the terms and how each report is obtained, shall be necessary for management personnel at the TAC's as well as at the Chief Justice's Office. A similar but shorter reference manual shall be provided for MAC courts.

#### 3.4.2 Computer Program and Data Base Documentation

Maintenance and other changes to the CCMS software will be necessary as operating experience is gained. To facilitate this maintenance, complete and adequate documentation shall be supplied. Such documentation shall satisfy the requirements of Systems Standard 1, Appendix VI, Part II Specification as required by the Committee on Criminal Justice. Two general areas of documentation shall be covered: program documentation and data base documentation.

##### 3.4.2.1 Program Documentation

The documentation of the CCMS application software shall, at the highest level, describe each of the subsystems (usually paragraph items described in Section 3.2).

The CCMS software will be comprised of many levels of program modules, routines, subroutines, etc., utilizing higher level programming tools. Program documentation shall describe each of these levels of subsystems, routines, subroutine, program modules, macros, etc. and each shall identify any sub-elements that it itself utilizes. (For example, a subsystem might be composed of several program modules as well as unique coding. Each program module



might, in turn, refer to numerous common routines which may, in turn, utilize common subroutines.)

Not only shall each level of software be completely and adequately defined, but this documentation shall include a complete "where used" listing. A "where used" listing for a given element of software shall indicate every other element of software in which it is used. Such "where used" listings shall be considered an integral and important part of the software documentation at every level.

Adequate documentation shall also be provided for any non-application software, whether provided by the computer manufacturer or by other vendors (e.g., a data management software package which is purchased and used in the CCMS software).

#### 3.4.2.2 Data Base Documentation

In addition to the software documentation, other documentation shall be required to accurately and completely describe the data base on which the software operates. The files, the record segments in those files, and the data elements which make up the record segments shall be fully documented.

An important part of the data base documentation shall be a complete "where used" listing for each data element, for each segment of a file, and for each file in the system so that the impact resulting from changes to a data element or to the structure of a file can be evaluated and the changes successfully implemented.

As part of the data base documentation, a data element dictionary shall be prepared which includes a definition of each data element, its internal (computer storage) and external (as it is printed or displayed on the terminal screen) format, a list of valid values if it is an encoded item, its mnemonic name, an index which cross-references data element names to programs and sub-routines, and all checking criteria. A preliminary definition for all CCMS data elements is provided in Appendix II, Section 20.

Generic data formats, which are used for more than one data element (e.g., dates) shall require separate definition and "where used" listings.

### SECTION 4 QUALITY ASSURANCE PROVISIONS

This section specifies the requirements for formal verification that the software provided by the vendor meets all of the requirements of Section 3 of this Specification.

As described in the Systems Specification (CCMS-1), four methods will be used to verify the results and the performance of the CCMS software. They are (a) inspection, (b) review, (c) demonstration and (d) test.

A test plan describing the verification process for the CCMS shall be prepared by the vendor and approved by the Superior Court and the Committee on Criminal Justice. A comprehensive test plan document containing schedules, criteria, test equipment or facilities, test methods, and personnel involved shall be provided. This document shall describe the verification for each paragraph item or subsystem of the CCMS software. Test procedures shall be written for each individual test which describe the test in detail, including objectives, inputs, expected outputs, other expected results, as well as the means for verifying these results.

#### 4.1 Category I Tests

Category I Tests shall include all testing of CCMS functions and subsystems up to Category II, System Testing. However, certain functions that cannot be verified until Category II testing shall be identified and then tested at that time. Category I Tests are divided into three broad types, each of which is described below:

##### 4.1.1 Computer Programming Tests and Evaluation

These tests shall be oriented to the design and development cycle of the CCMS. As software functions, subroutines, or program modules are coded, each shall be tested using simulated input and output. A modified executive function may be used to simulate system inputs, outputs, or controls that are not yet available. Formal test procedures will not be required at this level, except where it is feasible and desirable in order to verify requirements of Section 3, rather than attempting to do so at the time of formal qualification (see Section 4.1.3) or system testing (see Section 4.2). However, the system test plan shall discuss this portion of the CCMS verification procedure.

##### 4.1.2 Preliminary Qualification Test

These tests are also part of the software development process but shall involve larger elements of the CCMS which may be tested prior to integrated testing and formal qualification. Test procedures as in Section 4.1.1 shall be required.



#### 4.1.3 Formal Qualification Testing

This paragraph establishes the means by which the procuring agency will formally determine if the computer software fulfills the performance requirements. Formal qualification testing will be oriented to the testing of integrated units (i.e., subsystems) of the CCMS. The test plan shall describe the manner in which each such unit or subsystem will be verified. A live or simulated live environment is necessary. Tests of on-line components will use one or more remote terminals which shall operate with a central computer and data base. The test plan shall identify the expected results for each type of input and shall provide for testing both with test data provided by the vendor and with simulated live data prepared by the Superior Court.

#### 4.2 Category II Testing

Category II Testing will be a system test combining the on-line and off-line subsystems, the executive related control programs, the central computer and related equipment necessary to perform a complete system test. Any requirements of the CCMS which could not be verified in Category I Tests shall be identified and verified at this time. All such tests will be conducted in accordance with a test plan prepared by the vendor and approved by the Superior Court and the Committee on Criminal Justice.

#### 5.0 Not Applicable

### SECTION 6 NON-MANDATORY ITEMS

#### 6.1 CCMS On-Line Computer Program Modules

Figure 6.1 A shows how each of the on-line data entry subsystems of the CCMS as described in Section 3.2.1 could utilize 12 basic software modules. Each module performs a set of basic tasks, (for example, processes certain data elements). By assembling these modules into subsystems, with some subsystem-specific software, it is anticipated that the total programming effort for CCS on-line subsystems could be reduced.

Sections 6.1.1 - 6.1.12 briefly describe each of the suggested software modules for on-line subsystems by listing the data elements to be updated and the function to be performed. Each data element would be verified according to the requirements specified in the data element definitions. Additional "logical" checking between data elements and other processing requirements could be performed by the modules in accordance with the on-line subsystem specification, Section 3.2.1. Such software modules would generate

all terminal displays, transmit and verify transmission, produce error messages, and update the on-line data base.

The following are not to be regarded as specifications, rather they are guidelines to help the vendor understand the commonality of functions in different subsystems.

Software Modules		Subsystems								
		Initial Entry	D.A. Inputs	Arraignment	D.A. Re-Schedule	Court Appearance	I/A Adjudication	Sentencing and Probation	General Update	Conversion
	1. Initiate	X								X
Seg.	2. Scheduled Event	X		X	X	X	X	X		X
Seg.	3. Court Appearance			X		X	X	X		X
Seg.	4. Literal			X		X	X	X	X	X
	5. Arraignment			X						X
	6. I/A Adjudication						X			X
	7. Sentencing and Probation							X		
Seg.	8. Defendant Update	X							X	X
Seg.	9. Attv. Activity	X		X					X	X
Seg.	10. Defendant Activity	X		X		X			X	X
Seg.	11. Witness		X							X
	12. Other File Reference and Update	X	X	X					X	X

(I/A CTU Segs not Modules)

Figure 6.1 A  
Software Modules and On-Line Subsystems

### 6.1.1 Initializing Module

The initializing module would be used to initiate a new CTU file. It would compute and issue a new CTU number, record and verify data, and establish all necessary segments of the data base. It would also allow adding defendants or I/A's to an existing CTU. Data to be processed includes the following:

<u>CTU Segment</u>	(C)	<u>Mnemonic</u>
CTU No.	M	CTU
Court No.	M	CTNO
Date Initiated	M	INDATE
<u>Defendant Segment</u>	(M)	
Defendant Name	M	DEFNAM
Defendant Aliases	M	ALIAS
Defendant Addresses	M	DEFADD
<u>I/A Segment</u>	(M)	
I/A No	M	IANO
I/A Date	M	IADATE
Offense Statute	M	IASTAT
Offense Literal	M	OFFLIT

### 6.1.2 Scheduled Event Module

This module would record and edit all data for the next scheduled court event. The results would be stored as a new Scheduled Event Segment.

<u>Scheduled Event Segment</u>	(M)	<u>Mnemonic</u>
Scheduling Date	M	SCDATE
Next Date	M	NXTDAT
Event Code	M	NXTEVNT
Time Scheduled	M	TIMSCD
Session	M	SCDSSN
Room No.		ROMNO
Time Required		TIMRQ
Schedule Code	M	CAUSE
Authorized by	M	AUTHBY

### 6.1.3 Court Appearance Module

This module would be used to record the results of any court appearance. Data would be validated and a new Court Appearance Segment created if the results of appearance indicate that the case is "suspended". This module will also create a Defendant Activity module.

#### Court Appearance Segment (M)    Mnemonic

Date	M	APRDAT
Judge	M	JUDGE
Session	M	APRSSN
Original Event	M	OREVNT
Result of Appearance	M	APRSLT
Reason	C	CONTC
Stenographer	M	STENOG
Tape No.		TAPENO
Interpreter		DINTRN
Prosecutor	M	PROS

#### Defendant Activity Segment    (C)

Date of Activity	DADATE
Type of Activity	DEFACT
Note	ACTNOT



#### 6.1.4 Literal Entry Module

This module would record and verify free text literal entries. It would account for the number of data blocks used to record the message, and would record this in the "Block Count" field.

<u>Literal Entry Segment</u>	(M)	<u>Mnemonic</u>
Date of Record	M	LITDAT
Block Count	M	BLKCNT
Literal Blocks	M	LITBLK

#### 6.1.5 Arraignment Module

The arraignment module will be used to verify and record data resulting from an arraignment. It would result in updates to the Defendant Segment and the I/A Segment.

<u>Defendant Segment</u>	(M)	<u>Mnemonic</u>
Indigency	M	INDG
<u>I/A Segment</u>	(M)	
Arraignment	M	ARRPLE
Arraignment Date	M	ARRDAT

#### 6.1.6 Adjudication Module

The Adjudication module will be used to record and verify data resulting from a trial, plea, or other disposition of an indictment or appeal. It would result in updates to both the CTU and the I/A record segments.

<u>CTU Segment</u>	(C)	<u>Mnemonic</u>
Trier	C	TRIER
Date Begun	C	TBDATE
Time Begun		TBTIME
Date Completed	C	CMPDAT
Time Completed		TCTIME

<u>I/A Segment</u>	(M)	
Adjudication Code	M	ADJCOD
Adjudication Date	M	ADJDAT

#### 6.1.7 Sentencing and Probation Module

The sentencing and probation module would be used to record and verify data resulting from the sentencing of the defendant, which would be stored in the CTU, and the I/A record segments.

<u>CTU Segment</u>	(C)	<u>Mnemonic</u>
Complete Date	C	CMPDAT
<u>I/A Segment</u>	(M)	
Sentence Date	M	SENTDAT
Imprisonment Period		PRSNTIM
Imprisonment Conditions		PRSNCOND
Imprisonment Institution		PRSN
Fine/Cost Amount		FINAMT
Fine/Cost Conditions		FINCOND
Other Sentence		OTHER
Probation Period		PRBTIM

#### 6.1.8 Defendant Update Module

This module would be used to update data on defendants and would include the following data. Note that the defendant's name is not included, but is entered only through the Initializing Module.

<u>Defendant Segment (M)</u>	<u>Mnemonic</u>
Institution Code	DINTRD
Alias(es)	ALIAS
Address(es)	DEFADD
Phone No.	DEFONE
Date of Birth	DOB
Social Security No.	SSNO
State I.D. No.	SIN
Interpreter	DINTRD
Indigency	INDG
Date of Arrest	DATSTOP

#### 6.1.9 Attorney Activity Module

This module would be used to record and verify data regarding a defendant's representation by counsel. Every input would result in a new Attorney Activity Segment; some subsystem will require two or more segments to record all attorney activity (e.g., one attorney withdraws and another is appointed). When a new Attorney Activity Segment is created it must reference an Attorney record in the Attorney File (see Other File Reference and Update Module).

<u>Attorney Activity Segment</u>	(M)	<u>Mnemonic</u>
Date of Activity	M	DATATY
Attorney Name	M	ATYNAM
Attorney Number	M	ATYNO
Attorney Activity	M	ATYACT
Activity Code	M	ATACT



#### 6.1.10 Defendant Activity Module

This module will be used to record and validate data concerning a defendant's status, bail, etc. and will result in one or more Defendant Activity Segments.

When the code indicates a bail or surety change, one or more bail codes in the I/A Segment must be changed.

<u>Defendant Activity Segment</u>	(M)	<u>Mnemonic</u>
Date of Activity	M	DADATE
Type of Activity	M	DEFACT
Note	C	ACTNOT
 <u>I/A Segment</u>	 (C)	
Bail Amount	M	BALAMT
Bail Code	M	BALCD

#### 6.1.11 Witness Module

This module will be used to record, change, or delete data on witnesses. It will create a new Witness Record Segment or update existing segment and will be available only from terminals in the District Attorney's Office.

<u>Witness Segment</u>	(M)	<u>nemonic</u>
Name	M	WITNAM
Witness Langugae		
Code		WLANG
Affiliation		WITAFI
Institution Code		WINST
Address		WITADD
Phone No.		WITPONE

#### 6.1.12 Other File Reference and Update Module

This module will be used to reference, record, or change information in separate reference files on Attorneys, Prosecutors, and Bondsmen/Surety. Reference (by means of pointers, etc.) will be made to such files from segments of the CTU file to obtain details such as address, phone, etc. An individual record in one of these files may be referenced by many different CTU's. When reference is made to a new attorney (see Attorney Activity module), to new bondsman (see Defendant Activity module) or to a new Prosecutor (see Prosecutor module), the associated file must be checked to be certain that a record for the new entry exists. If not, a new entry (record) must be created. Following either a reference to an existing record or the creation of a new record, the "Date Last Referenced" field will be updated with the current date.

<u>Bondsman/Surety File</u>		<u>Mnemonic</u>
Name	M	SRTNAM
Surety Number	M	SRTYNO
Firm Name		SRTYCO
Address	M	SRTADD
Phone No.		SRTFON
Date Last Referenced	M	DATACT

<u>Prosecutor File Record</u>		
Name	M	PROSNAM
Attorney No.	M	PROSNO
Affiliation	M	PROSAFL
Date Last Referenced	M	DATACT

<u>Attorney File</u>		
Name	M	ATYNAM
Attorney Number	M	ATYNO
Firm		ATYFIRM
Address	M	ATYPHON
Phone		ATYPHON
Date Last Referenced	M	DATACT

## SECTION 10 APPENDIX I, CCMS DATA BASE

### 10.1 On-Line Data Files

#### 10.1.1 TAC Case

All case information for TAC's shall be stored on direct access devices. A logical organization of the file for one case trial unit (CTU) showing the relationship between elements of a record is shown in Figure 10.1.1 A. Most of the record segments repeat. The number of times each segment may appear in the record is given in parentheses after the segment name. Segments within a record shall be related by a pointer or link scheme to be developed by the vendor. With such a scheme, the computer can go directly (or almost directly) from one segment to a related segment without searching through a file or index. This technique can be used to relate one segment to one or to several other segments. Such pointers can also be used to locate data within other files, such as the Attorney, Bondsmen, or Prosecutor files shown in figure 10.1.2. However further definition of these links or pointers are the responsibility of the vendor, and will depend upon the data management scheme selected. (Pointers (or links) are not defined further because their format, content, and interpretation are strictly internal to the computer, and because they will vary among data management systems.)

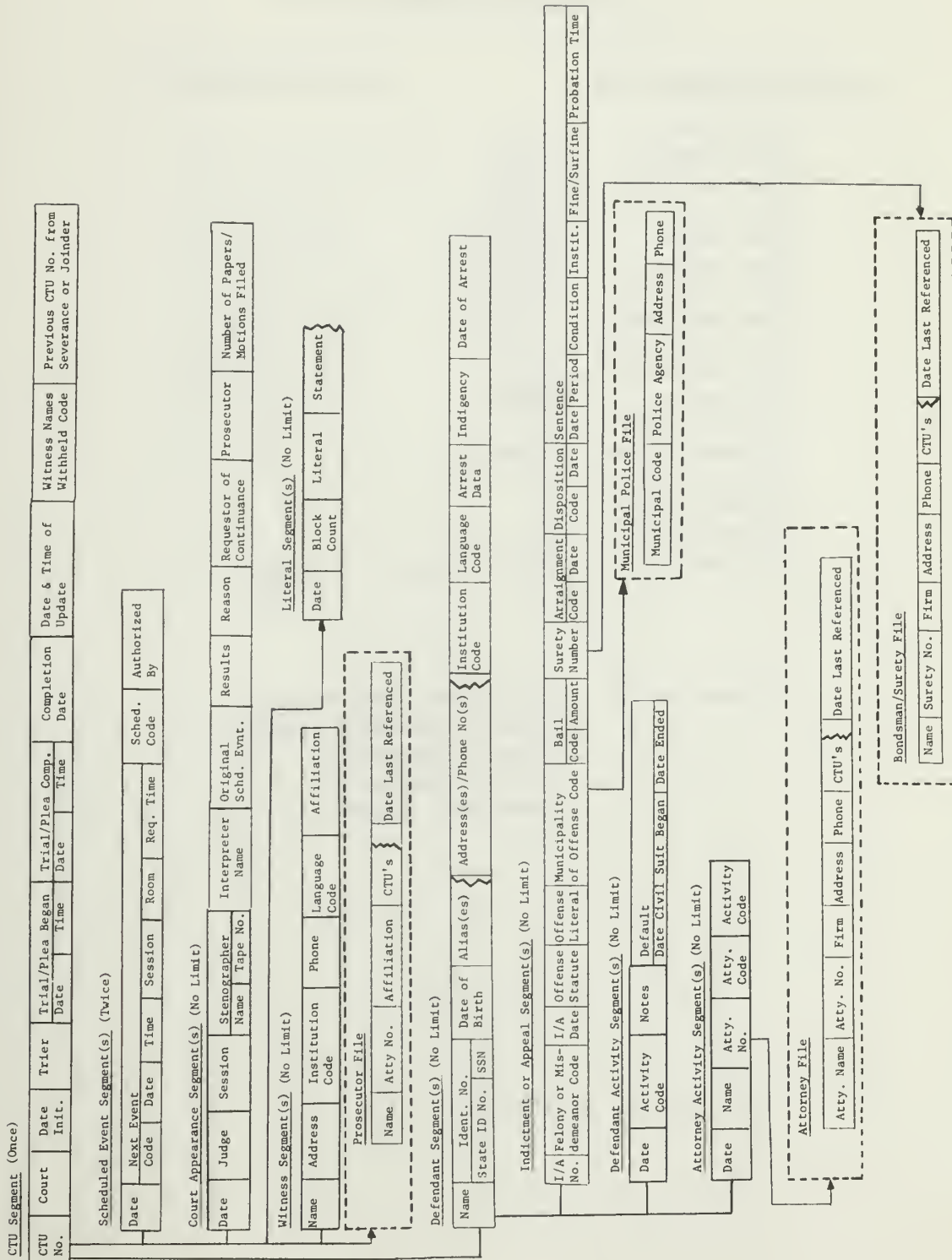
The data elements to be included in each CTU record segment are given in Figures 10.1.1.B through 10.1.1.J. Further description of each data element, its format, definition, as well as the required editing, are provided in Appendix II (section 20). Only basic data elements are totaled; data necessitated by the physical file structure (i.e., pointers, etc.) are included but not totaled, since data management schemes may differ in storage requirements. Derived\* data elements, since they may be implemented differently by different vendors, are also not included. Within each segment, the record links to the next higher and lower levels (see figure 10.1.1A) are shown (but not totaled).

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\*A derived data element is one which is derived from basic elements of the data base. For example, the "number of continuances," which is required on some reports, can be derived by counting the continuances in the Court Appearance Segments. However, the decision on whether to include such a data element, or to count record segments each time the information is required depends on the data management system being used and is left to the vendor. Hence, derived data elements are not included in the specification.

It should be noted that the necessity to frequently access portions of data to produce reports by name of defendant, by other participants, or by date of next event, may suggest that a partially inverted file be constructed, that a secondary index to the CTU file be created or that some other means of ready access be developed. As an example, inquiries are made and reports produced by next event date (see Sections 3.2.2 and 3.2.3 showing the CTU's scheduled to appear in court on a specific date), both of which will require accessing the data base by date of next scheduled appearance.

All data shall be retained on-line for active TAC cases (CTU's), although a copy shall also be retained off-line for backup purposes. Of course, all data indicated in Figure 10.1.1 A will not be present in a CTU record until it (the CTU) has completed all phases of the court process. Each of the on-line subsystems specified in Section 3.2.1 will add data to one or more segments and/or add new segments to a CTU record.



NOTE: Variable length fields are noted by a jagged line { }.

Logical Organization of CTU Record  
Figure 10.1.1 A



CTU Record Segment

<u>Data Element Name</u>		<u>No. of Characters</u>
CTU Number	CTU	7
Court Number	CTNO	4
Date Initialed	INDATE	6
Trier	TRIER	1
Date Begun	TBDATE	6
Time Begun	TBTIME	4
Date Complete	TCDATE	6
Time Complete	TCTIME	4
Completion Date	CMPDAT	6
Date and time of Update	UPDATE	10
Witness Names		
Withheld Code	WTNMWH	1
Previous CTU Number from Severance or Joinder	OCTU	<u>7</u> 62

Pointers(s) to	Scheduled Event Segment(s)
	Court Appearance Segment(s)
	Witness Segment(s)
	Literal Segment(s)
	Defendant Segment(s)

Figure 10.1.1 B

Scheduled Event Record Segment

<u>Data Element Name</u>		<u>No. of Characters</u>
Date of Scheduling	SCDATE	6
Next Event Date	NXTDAT	6
Next Event	NXTEVNT	2
Time Scheduled	TIMSCD	4
Session Scheduled	SCDSSN	2
Room Number	ROMNO	4
Estimated Time		
Required	TIMRA	4
Schedule Code	SCHEDCD	4
Authorized by	AUTHBY	<u>4</u>
		36

Pointers to CTU Segment

Figure 10.1.1 C

Witness Record Segment

<u>Data Element Name</u>		<u>No. of Characters</u>
Name	WITNAM	30
Address	WITADD	70
Phone Number	WITPONE	7
Language Code	WLANG	1
Institution Code	WINST	3
Affiliation	WITAFI	<u>10</u>
		121

Pointers to CTU Segment

Figure 10.1.1 E

Witness Record Segment

<u>Data Element Name</u>		<u>No. of Characters</u>
Name	WITNAM	30
Address	WITADD	70
Phone Number	WITPONE	7
Language Code	WLANG	1
Institution Code	WINST	3
Affiliation	WITAFI	<u>10</u>
		121

Pointers to CTU Segment

Figure 10.1.1 E

Literal Record Segment

<u>Data Element</u>		<u>No. of Characters</u>
Date of Record	LITDAT	6
Literal Block Count	BLKCNT	3
Literal Blocks	LITBLK	<hr/> 9 + (Nx20)

Pointers to CTU Segment

Figure 10.1.1 F

Defendant Record Segment

<u>Data Element Name</u>		<u>No. of Characters</u>
Name	DEFNAM	30
Alias	ALIAS	N1x30*
Institution Code	DINST	3
Address	DEFADD	N2x70*
Phone Number	DEFONE	N2x 7*
Date of Birth	DOB	6
Social Security Number	SSNO	9
State I.D. Number	SIN	10
Language Code	DLANG	1
Interpreter Name	DINWTRN	30
Indigency	INDG	1
Date of Arrest	DATSTOP	6
		<hr/> 233 + (N1x30 + N2x77)

Pointer(s) to CTU Segment  
Indictment or Appeal Segment(s)  
Defendant Activity Segment(s)  
Attorney Activity Segment(s)  
Attorney File  
Bondman/Surety File

---

\*Variable number.

Figure 10.1.1 G



Indictment or Appeal Record Segment

<u>Data Element Name</u>		<u>No. of Characters</u>
I/A Number	IANO	6
Felony or		
Misdemeanor Code	FELMIS	1
I/A Date	IADATE	6
Offense Statute	IASTAT	8
Offense Literal	OFFLIT	25
Municipality of		
Offense Code	MUNIC	4
Bail Code (Current)	BALCD	1
Bail (Current)	BALAMT	6
Arrestment Plea	ARRPLE	2
Arrestment Date	ARRDAT	6
Disposition Code	DISPOCD	2
Disposition Date	DSPDAT	6
Sentence Date	SENTDAT	6
Imprisonment Period	PRSNTIM	12
Imprisonment Condition	PRSNCD	2
Imprisonment Institution	PRSN	3
Fine/Surfine Amount	FINAMT	6
Fine/Surfine Condition	FINCND	2
Other Sentence	OTHER	2
Probation Period	PRBTIM	4
Date of Default	DTDFAU	6
Date Civil Suit Began	DTCVBE	6
Date Civil Suit Ended	DTCVEN	<u>6</u>
		127

Pointer(s) to Defendant Segment  
Municipal Police File

Figure 10.1.1 H

Defendant Activity Record Segment

<u>Data Element Name</u>		<u>No. of Characters</u>
Date of Activity	DADATE	6
Activity Code	DEFACT	2
Note	ACTNOT	12
Date Civil Suit		
Began	DTCVBE	6
Date Civil Suit		
Ended	DTCVEN	<u>6</u>
		32

Pointer(s) to Defendant Segment

Figure 10.1.1 I

Attorney Activity Record Segment

<u>Data Element Name</u>		<u>No. of Characters</u>
Name	ATYNAM	30
Attorney Number	ATYNO	6
Type Activity	ATYACT	2
Attorney Code	ATYCD	2
Date of Attorney Activity	DATATY	<u>6</u>
		46

Pointer to Defendant Segment

Figure 10.1.1 J

### 10.1.2 TAC Support Files

Certain data, which may be common to several CTU's, shall be stored in on-line support files. Included will be attorney data, prosecutor data, and bondsman/surety data. The data elements to be included in a record in each file are shown in Figures 10.1.2. A, B, C, and D. Records in the on-line support files will be referenced from the segments of the CTU file. Each record in a support file will be created by an entry from one of the on-line data entry subsystems described in Section 3.2.1. Each file record shall contain elements or equivalent pointers linking it to the CTU file records. Whenever a record in one of these support files is used, the CCMS shall replace the "date last referenced" with the current date. When a CTU is closed, the affiliated support file records shall be purged if they are not linked to other CTU's. Periodically a maintenance program will be run to purge the files of records which had not been used for a specified period.

An independent file of all Massachusetts municipal police agencies' mailing addresses if also necessary. This file will be created prior to implementation of the system and will be referenced by a standard court-accepted 3-digit municipal code. As shown in Figure 10.1.2 D, each record will contain the code and mailing address for each police agency. Updating to the file will be performed as address changes are received, using the General Update Subsystem.

Attorney File Record

<u>Data Element Name</u>		<u>No. of Characters</u>
Attorney Name	ATYNAM	30
Attorney Number	ATTYNO	6
Firm	ATYFIRM	25
Address	ATYADD	50
Phone	ATYPHON	7
Date Record Last Referenced	DATACT	<u>6</u>
		124
Pointer(s) to Defendant Segment(s)		

Figure 10.1.2 A

Bondsman/Surety File Record

<u>Data Element Name</u>		<u>No. of Characters</u>
Name	SRTNAM	20
Surety Number	SRTYNO	6
Insurance Company		
Code	SRTYCO	2
Address	SRTADD	50
Phone	SRTFON	7
Date Record Last		
Referenced	DATACT	<u>6</u>
		91

Pointer(s) to Defendant Segment(s)

Figure 10.1.2 B



Prosecutor File Record

<u>Data Element Name</u>		No. of Characters
Name	PROSNAM	20
Attorney Number	PROSNO	6
Affiliation	PROSAFL	10
Date of Record Last		
Referenced	DATACT	<u>6</u>
		42

Pointers to CTU Segment(s)

Figure 10.1.2 C

Municipal Police File Record

<u>Data Element Name</u>		<u>No. of Characters</u>
Municipal Code	MUNIC	4
Police Agency		
Name	MUPOL	25
Address	MUADD	50
Phone	MUPHO	<u>7</u>
		85

Pointer(s) to Indictment Appeals Segment

Figure 10.1.2 D

### 10.1.3 Program and Program Support Data

In addition to the on-line data files, other on-line files, containing less changeable programs and program data, may be necessary.

For example, Section 3.2.3.1.6 (notices) describes how all official notices for court appearances will be printed on one basic form containing the title, the official seal, and basic wording, while the specific wording for the summons of notification would differ. This wording may be stored in an on-line file to be called up when needed. Similarly, wording for the data collection forms in Section 3.2.3.1.5 ("Data Input Forms") may also be stored on-line.

Another type of on-line program support data may be the literal translations of coded data entries. Many of the inputs to the CTU are entered and stored as codes. However, for terminal responses and/or printed outputs, a literal statement of the entry shall be necessary. To translate codes into literal statements a file of code translations on a direct access storage device may be necessary.

Valid code values for data verification may be maintained online. Each data element description in Appendix II contains a description of the verification which shall be performed whenever the data element is entered.

A fourth type of data which may be retained on-line will be the programs, subroutines, and macro instructions which make up the CCMS applications software. In order to reduce cost and storage requirements, certain of the program or program elements may be stored on direct access devices from which they can be retrieved as needed. For example, the arraignment subsystem might be stored on direct access storage. Such a program may itself consist of several software may also be stored on direct access devices. (e.g., the program to verify the CTU number is needed in numerous sub-systems, but may be stored only once.)

### 10.2 Off-line Data

In addition to the on-line data described above, a substantial amount of data shall be stored off-line for back-up, for history, and for subsequent compilation of statistics.

#### 10.2.1 Back-up Files

Periodically (e.g., twice a week) all on-line files of the CCMS, shall be duplicated on magnetic tape (or other off-line storage),

one copy of which will be retained in a secure, remote location. Since program data can be regenerated from program master tapes also remotely stored, these duplicate master files will provide protection for the CCMS in the event a mechanical or electrical failure destroys all or part of the on-line files.

#### 10.2.2 Detailed Transaction Log

Each transaction entered into the system from every TAC terminal shall be logged onto a Transaction Log, which shall also be stored off-line. Such a file will be used for three purposes: (1) In conjunction with the Back-up master file, described above, it would be used to recreate the on-line data base in the event of a major system failure (e.g., the duplicate master would contain the files at some point and the Transaction Log would have all transactions since that time), (2) the detailed Transaction Log will be used to produce required reports, and (3) the detailed Transaction Log will be analyzed periodically to determine traffic patterns or to produce special reports (e.g., which terminals are entering the most data, which locations create the most queries, what types of inquiries are most prevalent, what are the types and source of errors.) Such information will be valuable in determining the need for system improvements and expansions, as well as to help to provide system security.

In order to reduce tape and storage requirements it shall be necessary to periodically combine the individual daily logs into an aggregated tape file. (e.g., Month-to-Date Transaction Log.)

The format of the detailed Transaction Log is left to the vendor. However, at a minimum it shall contain the entire message, any operator passwords, the identity of the terminal and user from which the message originated, the time and date of the transaction, and the time and date of the last prior transaction.

#### 10.2.3 Settled and Inactive Case Files

After a case (CTU), in a TAC is completed all data shall be removed from the on-line data base, stored in a permanent tape file and a printed docket produced. Such a settled case file, will provide an history for later analysis and will be used to produce certain "on demand" management reports. (See Section 3.2.6) Removing completed CTU's will keep the on-line data base to a reasonable size thereby reducing operating costs.

The format of this file is left to the vendor. It shall be prepared at month end, following the final data entry for the month, and following the preparation of all month-end reports, and shall

contain all cases which have been "completed" during that month. (See Section 3.2.5) This file shall be maintained in whole month increments.

Inactive cases, in which a defendant has defaulted and has not been located for a substantial period, or cases placed "on-file" or suspended for long periods of time may also be removed from the active on-line data base by using the appropriate disposition codes (e.g., "case filed"). Any subsequent activity on such cases will be recorded manually on the dockets.

The format of this file is also left to the vendor, but shall contain all available data for a case.

#### 10.2.4 MAC Active Cases Data

As described in Section 3.2.8, MAC's will submit forms to the Judicial Data Processing Center upon initiating and upon completing a CTU. This data will be entered on-line to a MAC Active Case data base. Such a data base shall be resident on-line during the periods that it is being updated. However, it may be stored off-line and read in only when needed. The data to be stored in this file is shown in Figure 10.2.4.

#### 10.2.5 MAC Completed Case Data

A second file, containing completed MAC cases shall also be maintained. At the end of each month, following the last update of the month and the production of all monthly reports requiring MAC case data, the MAC active case file shall be purged of completed cases which shall be stored on the MAC completed case file. The MAC completed case data base shall be an off-line file, shall be maintained in whole month increments and shall contain all data shown on Figure 10.2.4.

CTU Data

CTU Number	CTU
Date CTU Initiated	INDATE
Court Number	CTNO
Number of Defendants	
Trier	TRIER
Name of Judge	JUDGE
Completion Date	

I/A Data (This portion will repeat)

I/A Number	IANO
I/A Date	IADATE
Offense Description	OFFSTAT, OFFUT
Disposition Code	DISPOCD
Disposition Date	DSPDAT
Sentence or Probation Date	SENTDAT
Imprisonment Period	PRSNTIM
Fine/Surfine Amount	FINAMT
Fine/Surfine Conditions	FINCND
Probation Period	PRBTIM

MAC CASE RECORD

Figure 10.2.4



## SECTION 20 APPENDIX 2, DATA ELEMENTS

Each of the data elements used in the CCMS is specified in this section. In addition to a definition of the data element, a suggested (but not mandatory) mnemonic name, the number of characters, an indication of whether the data is alpha (A), numeric (N), or mixed (A/N), and the validation requirements are specified. These data element specifications shall be used to implement the CCMS. However, they may be changed by the vendor with the approval of the Indicial Data Processing Center.

These data elements are arranged alphabetically by mnemonic. The abbreviation signifying the segment to which the element belongs is as follows:

CTU Segment	CT
Scheduled Event Segment	SE
Court Appearance Segment	CA
Witness Segment	WI
Literal Segment	LI
Defendant Segment	DE
Indictment or Appeal Segment	IA
Defendant Activity Segment	DA
Attorney Activity Segment	AA
Attorney File Record	AF
Bondsman/Surety File Record	BS
Prosecutor File Record	PF
Municipal Police File Record	MP



<u>MEMONIC</u>	<u>SEGMENT/FILE</u>	<u>NO. CHAR.</u>	<u>ALPHA/NUMERIC</u>	<u>DEFINITION AND CODES</u>	<u>VALIDATION OF INPUTS</u>
ACTNOTE	DA	12	A/N	Defendant Activity Note - Used to record amount of Bail when DEFACT Code indicates bail activity; used to record institution code if commitment is indicated; used to record estimated time of drug treatment/exam; of hospital stay; of mental hospital stay	1) Alpha Numeric 2) Valid Code Value
ADJCOD	IA	2	A	Adjudication Code - Indicates the adjudication of charges in each I/A PG - Pleads guilty FG - Found guilty NG - Found not guilty DV - Directed verdict FW - Filed without a finding NP - Nolle Prosec. DM - Dismissed with defendant's consent NC - Nolo Contendere AW - Appeal Withdrawn AR - Appeal returned to lower court PL - Pleads guilty to lesser included offense FL - Found guilty of a lesser included offense XX - Severed from CTU, merged with other CTU - See Literal Note	1) All Alphabetic 2) Valid Code
ADJDAT	IA	6	N	Adjudication Date - The date on which the charges in the I/A were adjudicated.	1) Standard Date Verification 2) Must be current or past date
ALIAS	DE	30	A	Defendant's Alias - Additional name used by defendant. See DEFNAM	1) Alphabetic with one comma
APRDAT	CA	6	N	<u>Date of Court Appearance</u>	1) Standard date validation 2) Not a future date
APRSLT	CA	2	N	Appearance Result - A 2-character code indicating the outcome of the scheduled event EC - Original event complete SP - Case suspended AR - Arraignment scheduled BA - Bail hearing scheduled MO - Motions scheduled OH - Other hearing scheduled CF - Conference scheduled TA - Trial assignment scheduled PL - Plea scheduled TR - Trial scheduled	1) All Alphabetic 2) Valid Code

<u>MNEMONIC</u>	<u>SEGMENT/FILE</u>	<u>NO. CHAR.</u>	<u>ALPHA/NUMERIC</u>	<u>DEFINITION AND CODES</u>	<u>VALIDATION OF INPUTS</u>
APRSLT (cont.)				SN - Sentencing scheduled CC - Case complete	
APRSSN	CA	2	N	Appearance Session - Identification of the session in which the appearance took place. See SCSSN	1) All Numeric
ARRDAT	IA	6	N	Arraignment Date - Date on which a plea was entered to the I or A with which this date is associated	1) Standard Date Verification 2) Must be current or past date
ARRPLE	IA	2	A	Arraignment Plea - PG - Guilty NG - Not Guilty MC - Nolo contendere SM - Stands mute, not guilty plea entered by order of the court	1) All Alphabetic 2) Valid Code
ATYACT	AA	2	A	Attorney Activity Code - LC - Lower court attorney LW - Lower court attorney withdrawn AR - Attorney of record in Superior Court AW - Attorney of record withdrawn WC - Defendant waives counsel, court accepts OP - Ordered to proceed, no appearance filed TA - Temporary (for one day only) attorney NP - Ordered to proceed, attorney not present	1) All Alphabetic 2) Valid Code
ATTYADD	AF	50	A/N	Address of Attorney - in the following format: Street Address 25 characters City, State 20 characters Zip 5 characters TOTAL 50 characters	1) Alpha Numeric 2) Last 5 characters are numeric
ATYCD	AA	2	A	Attorney Code - MD - MDC PD - Other public defender PV - Private attorney AP - Court appointed attorney LS - Law Student	1) All Alphabetic 2) Valid Code
ATYFIRM	AF	25	A	The name (if any) of attorney's firm. If public defender, use initials of agency	1) Alphabetic with punctuation

<u>MNEMONIC</u>	<u>SEGMENT/FILE</u>	<u>NO. CHAR.</u>	<u>ALPHA/NUMERIC</u>	<u>DEFINITION AND CODES</u>	<u>VALIDATION OF INPUTS</u>
ATYNAM	AF, AA	30	A	Name of Attorney Representing defendant in following format (Last Name, First Name, Middle Name Suffix) (Note: necessary comma and spaces)	1) Alphabetic, with one comma
ATYNO	AF, AA	6	A	Attorney Number - A unique number assigned to each attorney admitted to practice in the Commonwealth	1) All Numeric
ATYPHON	AF	7	N	Attorney's Telephone Number - without dashes or area code	1) Numeric
AUTHBY	SE	4	A	Authorization - Initials of person who authorized scheduling or rescheduling of an event. Must correspond to name form (e.g., JPJ: John P. Jones - 1st Ass't. D.A.)	1) All Alphabetic
BALAMT	IA	6	N	Bail Amount - Amount of bail currently set for each indictment or appeal in whole dollars	1) Numeric
BALCD	IA	1	A	Bail Code - Code indicating the necessity of providing surety for the amount currently indicated for bail for each indictment or appeal Y - Yes N - No	1) Must be Y or N
BLKCNT	LI	3	N	Block Count - A field containing the number of 20 character blocks (LITBLK) which have been utilized to record a literal entry. This field will be maintained by computer software	1) Field always under CCMS control 2) All Numeric 3) Always greater than zero
CMPPAT	CT	6	N	Completion Date - Date on which all Indictments or Appeals in a CJU have been disposed, sentencing has been completed for all findings of guilt, and no further events are scheduled	1) Standard Date Validation 2) Not a future date

<u>MEMORIC</u>	<u>SEGMENT/FILE</u>	<u>NO. CHAR.</u>	<u>ALPHA/NUMERIC</u>	<u>DEFINITION AND CODES</u>	<u>VALIDATION OF INPUTS</u>
CTNO	CT	4	A/N	Court Number - One character alpha code followed by two digit number; followed by one character alphabetic to uniquely identify each Massachusetts or Federal Court in the Commonwealth First character indicates Superior Court(s) - (alphabetic) 2nd and 3rd character indicates County - (numeric) 4th character indicates court within County - (alphabetic)	1) Check alpha's and numerics 2) Check for Valid Code 3) Must correspond to terminal location
CTU	CT	7	N	Case Trial Unit Number - Unique identification for each case where a "case" can include one or more defendants, each charged with one or more offenses. First two digits or numbers represent the year the case is begun (e.g., 72); the last four digits are sequentially assigned to cases, and the remaining digit is a check digit computed on the sequential portion. MAC CTU's will not use a check digit.	1) 7 digits all numeric 2) Compute check digit, compare to that given (for TAC's only) 3) Determine if CTU is active 4) Retrieve and display defendant names I/A data
DATACT	AF, BS, PF	6	N	Date of Last Activity - For reference files current date would be inserted by software every time the record is referenced Used by a batch program to purge records from the reference file	1) Standard Date Verification 2) Must be current date
DATATY	AA	6	N	Date of Attorney Activity - The date on which the activity being recorded occurred	1) Standard Verification 2) Current of past date
DATSTOP	IA	6	N	Date of Arrest of defendant	1) Standard Date Verification 2) Must be current or past date
DEFACT	DA	2	A	Defendant Activity Code - To record defendant activities DB - Initial bail as set at District Court SB - Superior Court Bail Set CB - Change in Bail amount by court DF - Default imposed DR - Default removed TM - To mental hospital FM - From mental hospital TH - To hospital FH - From hospital TD - To drug treatment/exam FD - From drug treatment/exam	1) All Alphabetic 2) Valid Code

<u>MNEMONIC</u>	<u>SEGMENT/FILE</u>	<u>NO. CHAR.</u>	<u>ALPHA/NUMERIC</u>	<u>DEFINITION AND CODES</u>	<u>VALIDATION OF INPUTS</u>
DEFADD	DE	70	A/N	<p>Defendants Home Address as follows:</p> <p>Street Name and Number - 25 characters</p> <p>Apartment No./Room No./Care of - 20 characters</p> <p>City &amp; State - 20 characters</p> <p>Zip Code - 5 characters</p> <p>TOTAL - 70 characters</p>	<p>1) Last five digits must be numeric</p> <p>2) Must be entry in at least two subfields</p> <p>3) May enter several</p>
DEFONE	DE	7	N	<p>Defendant's Telephone Number - Seven digit alpha numeric telephone number with no dashes or spaces.</p> <p>No area code is shown</p>	<p>1) Numeric</p> <p>2) May enter several</p>
DEFNAM	DE	30	A	<p>Defendant's Name - In following format:</p> <p>Last Name, First Name, Middle Name, Suffix</p> <p>(Note: Necessary comma between last name and first name)</p>	<p>1) Alphabetic with one comma</p>
DFDAT	DE	6	N	<p>Date of Activity</p>	<p>1) Standard Date Verification</p> <p>2) Current of Past Date</p>
DINST	DE	3	A	<p>Defendant Institution - Institution in which defendant is confined</p> <p>Three character code as follows:</p> <p>2 characters for specific name: e.g.,</p> <p>WL - Walpole</p> <p>CS - Charles St. Jail</p> <p>DI - Deer Island</p> <p>1 character for type: e.g.,</p> <p>C - MCI</p> <p>H - House of Correction</p> <p>R - Reformatory</p> <p>M - Mental or Medical</p> <p>J - Jail</p> <p>Y - Youth Service Facility</p> <p>WA - M.C.I.W., Walpole</p> <p>CO - M.C.I.C., Concord</p> <p>CM - M.C.I.C.-N, Concord Medical Center</p> <p>FR - M.C.I.F., Framingham</p>	<p>1) All Alphabetic</p> <p>2) Valid Code</p>

<u>MEMONIC</u>	<u>SEGMENT/FILE</u>	<u>NO. CHAR.</u>	<u>ALPHA/NUMERIC</u>	<u>DEFINITION AND CODES</u>	<u>VALIDATION OF INPUTS</u>
DIST				BR - M.C.I.B., Bridgewater BM - M.C.I.B.-M, Bridgewater Medical Center NO - M.C.I.N., Norfolk BD - M.C.I.B.-D, Defective Delinquent Department PC - M.C.I.P., Plymouth Prison Camp MC - M.C.I.M., Monroe Prison Camp WC - M.C.I.M., Warwick Prison Camp DI - Suffolk House of Correction, Deer Island CJ - Suffolk Jail, Boston MJ - Middlesex Jail, East Cambridge BI - Middlesex House of Correction, Billerica EC - Essex House of Correction, Lawrence EJ - Essex Jail, Salem NC - Norfolk House of Correction, Dedham PC - Plymouth House of Correction, Plymouth BC - Bristol House of Correction, New Bedford CC - Barnstable House of Correction, Barnstable DC - Dukes House of Correction, Oak Bluffs NA - Nantucket House of Correction, Nantucket WC - Worcester House of Correction, Worcester FC - Franklin House of Correction, Greenfield HC - Hampshire House of Correction, Northampton SP - Hampden House of Correction, Springfield PI - Berkshire House of Correction, Pittsfield LS - Lyman School for Boys, Westborough GS - Industrial School for Girls, Lancaster BS - Industrial School for Boys, Shirley YD - Department of Youth Services JG - Institute for Juvenile Guidance, Bridgewater WB - Residential Treatment Unit, West Boylston RD - Reception-Detention Treatment Unit, Boys, Roslindale GD - Reception-Detention Treatment Unit, Girls, Boston HD - Hampden County Detention Center, Westfield WD - Worcester County Detention Center, Worcester FC - Youth Forestry Camp, Brewster BH - Bridgewater State Hospital	

<u>MNEMONIC</u>	<u>SEGMENT/FILE</u>	<u>NO. CHAR.</u>	<u>ALPHA/NUMERIC</u>	<u>DEFINITION AND CODES</u>	<u>VALIDATION OF INPUTS</u>
DINTRN	CA	30	A	Interpreter Name - In the following format Last Name, First Name, Middle Name, Suffix (Note: Necessary comma between last name and first name)	1) All alphabetic with one comma
DLANG	DE	2	A	Defendant's Language Code - To determine interpreter requirement for court and proceedings S - Spanish C - Chinese I - Italian G - Greek O - Other D - Deaf P - Portuguese	1) All Alphabetic 2) Valid Code
DOB	DE	6	N	<u>Date of Birth</u>	1) Standard Date Validation 2) Must be past date 3) Less than 100 years before current date
DTCVBE	DA	6	N	<u>Date Civil Suit Began</u> - Date on which a civil suit against the bail bondsman's firm resulting from a default is instigated	1) Standard Date Verification 2) Must be current or past date
DTCVEN	DA	6	N	<u>Date Civil Suit Ended</u> - Date on which a civil suit on a bail bond is settled	1) Standard Date Verification
FELMIS	IA	1	A	Felony or Misdemeanor Code - Code indicating whether indictment or appeal offense is a misdemeanor or felony	1) Must be felony or misdemeanor
FINAMT	IA	6	N	Fine or Surfine Sentence Imposed - The dollar amount of a fine and surfine imposed by the court	1) Numeric



<u>SYMBOLIC</u>	<u>SEGMENT/FILE</u>	<u>NO. CHAR.</u>	<u>ALPHA/NUMERIC</u>	<u>DEFINITION AND CODES</u>	<u>VALIDATION OF INPUTS</u>
FINCND	IA	2	A	Fine Condition - The conditions placed upon the sentence to pay the court a set amount of money FI - Fine; the amount represents a fine FS - Fine or surfine which are suspended SF - Surfine SP - Fine or surfine which are suspended with probation	1) All Alphabetic 2) Valid Code
IADATE	IA	6	N	I/A Date - Date on which appeal was entered, indictment was returned, or indictment waived	1) Standard Date Verification 2) Must be current or past date
IANO	IA	6	A/N	Indictment or Appeal Number (I/A No.) - Unique identification of the criminal charges against an individual. First character (I, W or A) identifies indictments, waived indictments or appeal. Next five characters are sequentially assigned numeric identification	1) First character must be I, W, or A 2) Second through sixth character must be numeric
IATEST	IA	8	A/N	I/A Statute - Identifies the offense, either indictment or appeal, with which the defendant is charged. The code represents the chapter and section of the Mass. General Laws. Both chapter and section may have alpha suffixes	1) Alpha-Numeric
INDATE	CT	6	N	Date CTU Is Initiated - As indicated on Initialization Form. Uses standard date format	1) Standard Date Verification • All numeric • First two digits less than 13 • Third and fourth digits less than 32 • Fifth and sixth digits less than or equal to current year 2) Not a future date
INDG	IA	1	A	Indigency - Indicates whether defendant was declared indigent by the court Y - Indigent N - Not indigent	1) Must be valid code

<u>NUMERIC</u>	<u>SEQUENT/TYPE</u>	<u>NO. CHAR.</u>	<u>ALPHA/NUMERIC</u>	<u>DEFINITION AND CODES</u>	<u>VALIDATION OF INPUTS</u>
JUDGE	CA	20	A	Name of Judge who presided over event, in format Last Name, Initials (Note: necessary comma; initials do not require periods)	1) All alphabetic, with one comma
LITBLK	LI	20	A/N	Literal Blocks - 20 character blocks which will assemble into sufficient length to accommodate any literal entry. The number of these blocks utilized will be recorded (by software) in the Block Count (BLKCNT) field.	1) Must be non-blank (i.e., alpha-numeric)
LITDAT	LI	6	N	Date of Literal Entry	1) Standard Date Validation 2) Not a future date
MUADD	MP	50	A/N	Municipal Police Agency Address - Mailing address as follows: Street Name and Number - 25 characters City and State - 20 characters Zip Code - 5 characters Total 50 characters	1) Last five digits must be numeric
MUNIC	MP	3	N	Municipality Code - Unique code for each municipality in the state	1) All Numeric 2) Valid Code
MUPHO	MP	7	A/N	Municipality Police Agency Telephone Number - Seven digit alphanumeric number with no dashes or spaces. No area code is shown	1) Numeric
MUPOL	MP	25	A	Municipal Police Agency	1) All Alphabetic
NOPAM	CA	2	N	Number of Papers or Motions Filed - Identifies the number filed so cross-check with titles in literal segments can be made	1) Numeric
NXDAT	SE	6	N	Date of Next Court Event	1) Standard date validation (except that last two digits cannot exceed current year plus one) 2) Not a post date (Unless entered as a correction)

<u>SYMBOLIC</u>	<u>SECTION/FILE</u>	<u>NO. CHAR.</u>	<u>ALPHA/NUMERIC</u>	<u>DEFINITION AND CODES</u>	<u>VALIDATION OF INPUTS</u>
NXTEVNT	SE	2	A	Next Event Code - Code to identify next scheduled court event: AR - Arraignment TR - Trial BA - Bail Hearing MO - Motion Hearing OH - Hearing SN - Sentencing CF - Conference PL - Plea of Guilty CC - Case Complete TA - Trial Assignment	1) All Alphabetic 2) Must be valid code
OCTU	CT	7	N	Previous Case Trial Number - From severance or joinder. The Case Trial Unit Number assigned prior to a joinder of two defendant's cases and no longer used, or belonging to the other case subsequent to a severance	1) Valid 2) Same as CTU
OFFLIT	IA	25	A	Offense Literal - Brief literal or abbreviated description of the crime that the defendant is charged with (e.g., Murder; BsE: Assault with dangerous weapon)	1) Alphabetic
OREVNT	SE	2	A	Original or Scheduled Event - BA - Bail Hearing MO - Motions TR - Trial AR - Arraignment TA - Trial Assignment OH - Other Hearing SN - Sentencing PL - Plea NO - No original event scheduled; case not on list CF - Conference	1) All Alphabetic 2) Valid Code
OTHER	IA	2	A	Other Sentences - Other sentences which may be imposed by a judge FL - Filed LF - Life DH - Death OT - Other	1) All Alphabetic 2) Valid Code

ALPHANUMERIC	SEGMENT/TITLE	NO. CHAR.	ALPHA/NUMERIC	DEFINITION AND CODES	VALIDATION OF INPUTS
PRETIM	IA	4	N	Probation Time - The years and months that an offender is under the jurisdiction of the Probation Department. Expressed in years and months	1) All Numeric 2) Characters three and four cannot exceed 12
PROSAFL	PF	10	A	Prosecutor's Affiliation - Office or agency which the prosecutor represents e.g., ADA AG Bldg. Insp.	1) All Alphabetic
PROSC	CA	20	A	Prosecutor's Name - The name of the person who appeared in court on behalf of the prosecution for any given court appearance; use the following format: Last Name, Initials (Note: necessary comma; no periods required in initials)	1) All Alphabetic, with one comma
PROSNAM	PF	20	A	Prosecutor's Name - Name of the prosecutor of record for a case trial unit. This name may change throughout the life of the case. The format is as follows: Last Name, Initials (Note: necessary comma; no periods used with initials)	1) Alphabetic with one comma
PROSNO	PF	6	N	Prosecutor's Attorney Number - With no area code or dashes	1) All Numeric
PRSN	IA	3	A	Prison - The institution to which a convicted defendant is sentenced. A three character code as follows: Name - 2 characters e.g., WL - Walpole CN - Concord DI - Deer Island Type - 1 character e.g., C - MCI H - House of Correction Y - Youth Services R - Reformatory In some cases only the "type" subfield will be supplied WA - M.C.I.W, Walpole CO - M.C.I.C, Concord CM - M.C.I.C.-M, Concord Medical Center FR - M.C.I.F, Framingham	1) All Alphabetic 2) Valid Code

VALIDATION OF INPUTS

DEFINITION AND CODES

ALPHA/NUMERIC

NO. CHAR.

SEGMENT/FILE

NOTE/ONIC

PRSN  
(Cont.)

BR - M.C.I.B., Bridgewater  
BM - M.C.I.B.-M, Bridgewater Medical Center  
NO - M.C.I.N, Norfolk  
BD - M.C.I.B.-D, Defective Delinquent Department  
PC - M.C.I.P., Plymouth Prison Camp  
MC - M.C.I.M., Monroe Prison Camp  
WC - M.C.I.K., Warwick Prison Camp  
DI - Suffolk House of Correction, Deer Island  
CJ - Suffolk Jail, Boston  
MJ - Middlesex Jail, East Cambridge  
BI - Middlesex House of Correction, Billerica  
EC - Essex House of Correction, Lawrence  
EJ - Essex Jail, Salem  
NC - Norfolk House of Correction, Dedham  
PC - Plymouth House of Correction, Plymouth  
BC - Bristol House of Correction, New Bedford  
CC - Barnstable House of Correction, Barnstable  
DC - Dukes House of Correction, Oak Bluffs  
NA - Nantucket House of Correction, Nantucket  
WC - Worcester House of Correction, Worcester  
FC - Franklin House of Correction, Greenfield  
HC - Hampshire House of Correction, Northampton  
SP - Hampden House of Correction, Springfield  
PI - Berkshire House of Correction, Pittsfield  
LS - Lyman School for Boys, Westborough  
GS - Industrial School for Girls, Lancaster  
BS - Industrial School for Boys, Shirley  
YD - Department of Youth Services  
JG - Institute for Juvenile Guidance, Bridgewater  
WB - Residential Treatment Unit, West Boylston  
RD - Reception-Detention Treatment Unit, Boys, Roslindale  
CD - Reception-Detention Treatment Unit, Girls, Boston  
HD - Hampden County Detention Center, Westfield  
WD - Worcester County Detention Center, Worcester  
FC - Youth Forestry Camp, Brewster  
BH - Bridgewater State Hospital  
Type  
C - MCI  
H - House of Correction  
Y - Department of Youth Services  
H - Hospital

<u>NUMERIC</u>	<u>SEGMENT/FILE</u>	<u>NO. CHAR.</u>	<u>ALPHA/NUMERIC</u>	<u>DEFINITION AND CODES</u>	<u>VALIDATION OF INPUTS</u>
PRSNCD	IA	2	A	Imprisonment Condition - Code indicating conditions imposed upon the sentence of imprisonment IN - Indefinite Sentence SU - Suspended sentence with probation IS - Indefinite sentence which has been suspended PS - Sentence partially suspended with probation CN - Concurrent sentence FA - From and after sentence	1) All Alphabetic 2) Valid Code
PRSNTIM	IA	12	N	Imprisonment Period - Two six character fields each of which has two characters for years, for months, and for days. If one field is used this is the fixed length of sentence. If both fields are used, this indicates the minimum and maximum length of sentence	1) All Numeric 2) Characters 5-6 and 11-12 cannot exceed 32 3) characters 3-4 and 9-10 cannot exceed 12
REASON	CA	2	A	Reason for Schedule - Up to two codes of two characters each which identify the reasons for a continuance, suspension, or other outcome. Additional codes may be added, or unused codes removed  Reason for Continuance: AU - Attorney unavailable PU - Prosecutor unavailable DW - Defense witness unavailable PW - Prosecution witness unavailable DU - Defendant unavailable NA - No attorney SN - Session unavailable SP - Schedule problem (parties not notified, etc.)  Reason for Other Outcome: RW - Motion withdrawn RW - Request for hearing withdrawn PR - Plea rejected NP - No plea MT - Mistrial OO - Other NT - No trial	1) All Alphabetic 2) Valid Code

<u>ALPHABETIC</u>	<u>SEQUENT/FILE</u>	<u>NO. CHAR.</u>	<u>ALPHA/NUMERIC</u>	<u>DEFINITION AND CODES</u>	<u>VALIDATION OF INPUTS</u>
REASON (Cont.)				Reasons for Suspended: DW - Default, warrant issued MD - Medical Exam/trial MN - Mental Exam/trial DG - Drug Exam/trial DN - Default, no warrant issued OO - Other	
ROOMNO	SE	4	A/N	Room Number - The number on the courtroom where an event is scheduled	1) Alpha/Numeric
RQSTR	CA	1	A	Requestor of a Continuance - Code signifying which of the following parties requested the continuance C - Court P - Prosecution D - Defense Attorney O - Other	1) All Alphabetic 2) Valid Code
SCDATE	SE	6	N	Scheduling Date - Date on which scheduling of next event occurred (e.g., usually current date)	1) Standard date validation 2) Not a future date
SCDSSN	SE	2	N	Court Session Number - Identification of courtroom with Judge and other court personnel into which the future appearance is scheduled. The first session (code 01) is reserved for the general purpose or assignment session. The format of the calendar for this session will differ from other calendar formats	1) If no entry, machine enters blanks 2) Numeric
SCHEDCD	SE	2	A	DA Schedule Code - Indicates the reason that the next event was scheduled or rescheduled RP - Reschedule, prosecution request RD - Reschedule, defense request RA - Reschedule, Court authorized SU - Suspension to be lifted (e.g., default to be removed) HR - Motion or papers filed require a hearing	1) All Alphabetic 2) Valid Code
SENTDAT	IA	6	N	Sentence Date - The date on which defendants who either plead guilty or are found guilty are sentenced, for each I/A	1) Standard Date Verification 2) Must be current or past date



<u>ALPHANUMERIC</u>	<u>SECRET/FILE</u>	<u>NO. CHAP.</u>	<u>ALPHA/NUMERIC</u>	<u>DEFINITION AND CODES</u>	<u>VALIDATION OF INPUTS</u>
SIN	DE	10	N	State Identification Number - Whatever identification is determined by the Mass. CJIS group as being the State's identifying number	1) All Numeric
SRTADD	BS	50	A/N	Surety Address - Address of Bondsman as follows: Street No. and Name - 25 characters City and State - 20 characters Zip Code - 5 characters Total - 50 characters	1) Alpha/Numeric
SRTFON	BS	7	N	Telephone Number - of surety of bondsman with no dashes or area code	1) All Numeric
SRTNAME	BS	20	A	Surety or Bondsman's Name - This is the name of the individual, not the Company. Last Name, Initials (Note: necessary comma; no period required with initials)	1) Alphabetic with one comma
SRTYCO	BS	2	A	Surety Company - A unique code for the insurance company posting bond or bail as follows: AL - Allied Insurance Company AR - Argonaut Insurance Company IN - International Fidelity Insurance Company RE - Resolute Insurance Company ST - Stuyvesant Insurance Company	1) All Numeric
SRTYNO	BS	6	N	Surety or Bondsman Number - A unique number assigned by the court to every licensed professional bondsman or surety	1) All Numeric
SSNO	DE	9	N	Social Security Number - The nine digit social security number, without dashes or slant marks	1) All Numeric
STENOG	CA	20	A	Stenographer Name - in following format Last Name, Initials (Note: necessary comma; Initials do not require periods)	1) Alphabetic, except for one comma
TAPENO	CA	2	N	Stenographic Tape Number - 2 digit number applied consecutively by each stenographer to tape on which he has recorded the days events for a particular session	1) All Numeric

SECTION	SECTION/FIL	NO. CHAR.	ALPHA/NUMERIC	DEFINITION AND CODES	VALIDATION OF INPUTS
TBDATE	CT	6	N	<u>Date on Which Trial Began</u>	1) Standard Date Validation (See INDATE) 2) Not a future date
TBTIME	CT	6	A/N	<u>Time at Which Trial Began</u> - 6 characters external (e.g., 2:30 PM) 4 characters internal (e.g., 1430)	1) Last two digits - alphabetic; either "AM" or "PM" 2) First four digits - numeric; less than 1300 3) Third and fourth digits - less than 60
TCDATE	CT	6	N	<u>Date on Which Trial Was Completed</u>	1) Standard date validation 2) Not a future date 3) Must be same or later than "TBDATE"
TCTIME	CT	6	N	<u>Time at Which Trial Was Completed</u> 6 characters external (e.g., 2:30 PM) 4 characters internal (e.g., 1430)	1) Same as "TBTIME"
TIMRQ	SE	4	N	<u>Time Required</u> - Number of hours or minutes estimated or required for a future event	1) All Numeric 2) Last two digits cannot exceed sixty
TIMSCD	SE	6	A/N	<u>Time Scheduled</u> - Six characters external (e.g., 9:30 AM; 4:30 PM) Four characters internal (e.g., 0930; 1630) at which the next event is scheduled to begin	1) Standard Time Verification
TIER	CT	2	N	<u>Tier of Fact</u> - Indicates type of trial 00 - Judge without jury 12 - Jury trial (12 person) 06 - Jury trial (6 person) Other numbers are valid	1) All Numeric 2) Less than 13
TWNOFF	IA	3	N	<u>Town of Offense</u> - Standard 3 digit code indicating the town or city in which the offense occurred	1) Numeric 2) Must be valid code from municipal list

<u>SYMBOLIC</u>	<u>SEGMENT/FILE</u>	<u>NO. CHAR.</u>	<u>ALPHA/NUMERIC</u>	<u>DEFINITION AND CODES</u>	<u>VALIDATION OF INPUTS</u>
UPDATE	CT	10	N	Last Update - Date and time that any part of the CTU record was last updated. This should be automatically entered by the computer for all updates and should require no terminal operator action. The date is expressed in standard date format and the time is expressed externally as hours, minutes, and AM or PM (HH:MM AM/PM)	1) Standard date and time verification (see INDATE & TBTIME) 2) Must be current date 3) Time will be all numeric format for internal storage
WINST	WI	3	A	Witness Institution - If he is incarcerated 2 character name WL - Walpole CS - Charles Street NF - Norfolk etc. 1 character name C - MCI H - House of Correction M - Medical or Mental J - Jail See complete list in "DINSI"	1) All Alphabetic 2) Valid Code
WITADD	WI	70	A/N	Witness Address - In the following format: Street Name & Number - 25 characters Apt. No./Rm. No./Care of - 20 characters City, State - 20 characters Zip Code - 5 characters Total 70 characters	1) Must have entries in at least two of the subfields (i.e., street name and city, state) 2) Last five characters (Zip) are numeric
WITAFI	WI	10	A	Witness Affiliation - Identifies the agencies that a witness represents (e.g., SP - State Police, Bost PD - Boston Police Department)	1) All Alphabetic
WITFNE	WI	7	N	Witness Phone Number - No dashes or area code	1) Numeric
WITNAM	WI	30	A	Witness Name - The names of any witnesses to be notified in the following format: Last Name, First Name, Middle Name suffix (Note: necessary comma and spaces Suffix must be alphabetic (i.e., III rather than 3rd)	1) Necessary Comma 2) All Alphabetic

<u>NAME</u>	<u>SECTION</u>	<u>NO. CHAS.</u>	<u>ALPHA/NUMERIC</u>	<u>DEFINITION AND CODES</u>	<u>VALIDATION OF INPUTS</u>
WLAW	WI	1	A	Witness Language Code - To determine interpreter requirement S - Spanish C - Chinese I - Italian G - Greek O - Other D - Deaf P - Portuguese	1) All Alphabetic 2) Valid Code
WTNWH	CT	1	A	Witness Names Withheld Code - Code indicating that the District Attorney's office has withheld name and all information on a witness	1) "W" or blank entry

SUPREME JUDICIAL COURT FOR THE COMMONWEALTH

317 NEW COURT HOUSE

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February 3, 1976

TO: Members of the Select Committee on Judicial Needs

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